

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE 1 OF 2		
2. AMENDMENT/MODIFICATION NO. PS22		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO. 21434956		5. PROJECT NO. (If applicable)	
6. ISSUED BY GSA/FEDSIM Acquisition (QF0BE) 1800 F Street, NW, 3100 Washington, DC 20405 Contract Specialist Name: Mary C Perry Contract Specialist Phone: 202-714-9412		CODE 47QFCA		7. ADMINISTERED BY (If other than item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and ZIP Code) BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DR MCLEAN, VA, 22102-3830 Phone: (888) 224-7041 Fax: (703) 902-3200				(X)		9A. AMENDMENT OF SOLICITATION NO.	
				X		9B. DATED (SEE ITEM 11)	
						10A. MODIFICATION OF CONTRACT/ORDER NO. GS00Q09BGD0019 / GSQ0017AJ0003	
						10B. DATED (SEE ITEM 13) 06/20/2017	
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning ____ copies of the amendment; (b) By acknowledge receipt of this amendment on each of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and data specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) 285F.Q00FB000.AA10.25.AF151.H08 Total Amount of MOD: \$2,965,216.00							
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
		A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
		B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).					
X		C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.232-22 Limitation of Funds					
		D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return ____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Please see SF30 Continuation Page							
Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print) Brian S Abbe, Executive Vice President				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Patricia L Stephens			
15B. CONTRACTOR/OFFEROR (b) (6)		15C. DATE SIGNED 12/27/2019		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person at)		(Signature of Contracting Officer)					

Line Item Summary							
ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	Rev. Ext. Price (F)	Prev. Ext. Price (G)	Amount Of Change (H)
0001	CPAF Labor	(b) (4)					
0003	Long-Distance Travel Including Indirect Handling Rate (G&A NTE (b))						
0004	Tools Including Indirect Handling Rate (M&H NTE (b) ; G&A (b))						
0005	ODCs Including Indirect Handling Rate (M&H NTE (b) ; G&A (b))						
0011	CR Contract Access Fee						
1001	CPAF Labor						
1003	Long-Distance Travel Including Indirect Handling Rate (G&A NTE (b))						
1004	Tools Including Indirect Handling Rate (M&H NTE (b) ; G&A (b))						
1005	ODCs Including Indirect Handling Rate (M&H NTE (b) ; G&A (b))						
1011	CR Contract Access Fee						
2001	CPAF Labor						
2003	Long-Distance Travel Including Indirect						
2004	Tools Including Indirect Handling Rate						
2005	ODCs Including Indirect Handling Rate (M&H						
2006	Non-NAVAIR CPAF Labor						
2008	Non-NAVAIR Long-Distance Travel Including Indirect						
2010	Non-NAVAIR ODCs						
2011	CR Contract Access Fee						
TOTALS:					(b) (4)		\$2,965,216.00

SF 30 Continuation
Task Order GSQ0017AJ0003
Modification PS22

BLOCK 14 CONTINUED:

The purpose of this modification is to (1) realign ceiling; (2) incrementally fund CLINs in Option Period 2, and (3) incorporate administrative changes into the Task Order. The Task Order is modified in the following manner:

1. Realign the estimated cost ceiling between the Option Periods as follows:

- Decrease CLIN 3004 (Tools) by (b) (4) from (b) (4) to (b) (4)
- Decrease CLIN 3005 (ODC) by (b) (4) from (b) (4) to (b) (4)
- Decrease CLIN 4004 (Tools) by (b) (4) from (b) (4) to (b) (4)
- Decrease CLIN 4005 (ODC) by (b) (4) from (b) (4) to (b) (4)
- Increase CLIN 2005 (ODC): Ceiling is increased by (b) (4) from (b) (4) to (b) (4)

2. Incrementally fund the contract as follows:

NAVAIR

- Increase CLIN 2001 by (b) (4) from (b) (4) to (b) (4)
- Increase CLIN 2003 by \$ (b) (4) from (b) (4) to (b) (4)
- Increase CLIN 2005 by (b) (4) from (b) (4) to (b) (4)

NON-NAVAIR

- Increase CLIN 2006 by (b) (4) from (b) (4) to (b) (4)
- Increase CLIN 2008 by (b) (4) from (b) (4) to (b) (4)
- Increase CLIN 2011 by (b) (4) from (b) (4) to (b) (4)

3. Incorporate administrative changes to the task order

- Section B.6.1 is updated to reflect the incremental funding changes under this modification
- Section F.8 – Extended Work Week is modified
- Section G.1.1 is updated to reflect the TPOC and ATPOCs assigned to the TOR
- Update Section J – List of Attachments has been updated as follows:
 - Attachment W – Incremental Funding Chart (PS22)
 - Attachment HH – Uncompensated Overtime has been incorporated in this task order

The conformed copy of the Task Order is attached in its entirety. All changes to the Task Order as a result of this modification are noted by a vertical line in the right margin.

All other terms and conditions remain unchanged.

**SF 30 Continuation
Task Order GSQ0017AJ0003
Modification PS22**

SUMMARY OF THE COST IMPACT FROM THE ABOVE CHANGES

- The total funding obligated under this Task Order is increased by \$2,965,216.00 from \$32,954,478.87 to \$35,919,694.87
- The overall ceiling remains unchanged at \$136,172,302.00

END OF MODIFICATION

TASK ORDER (TO)
Modification PS22
December 23, 2019

GSQ0017AJ0003

Distance Learning Support (DLS)

in support of:

**Naval Air System Command (NAVAIR), Naval
Air Warfare Center Aircraft Division
(NAWCAD), Special Communications Mission
Solutions (SCMS) Division 4.11.4 and Non-
NAVAIR Organizations**

Awarded to:

Booz Allen Hamilton Inc.

Alliant

Governmentwide Acquisition Contract

Conducted under FAR 16.505

Issued by:

**The Federal Systems Integration and Management Center (FEDSIM)
1800 F Street, NW
Suite 3100 (QF0B)
Washington, D.C. 20405**

June 19, 2017

FEDSIM Project Number 2017002NA

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

B.1 GENERAL

The work shall be performed in accordance with all Sections of this Task Order (TO) and the contractor's Basic Contract, under which the resulting TO will be placed.

B.2 CONTRACT ACCESS FEE (CAF)

The General Services Administration's (GSA) operating costs associated with the management and administration of this contract are recovered through a CAF. For GSA-issued TOs, the CAF shall be 0.75% of the total TO value with a cap of \$100,000 per year per order (when order is in excess of \$13.3M per order year). This TO shall have a separate Contract Line Item Number (CLIN) to cover this access fee, and this CAF shall be obligated at TO award.

B.3 ORDER TYPES

The contractor shall perform the effort required by this TO on a Cost-Plus-Award-Fee (CPAF) / Cost Reimbursement (CR) contract type resulting from this Fair Opportunity Notice (FON). The Government anticipates Contract Line Item Numbers (CLINs) X001, X002, X006, and X007 to be provided on a CPAF basis and CLINs X003, X004, X005, X008, X009, X010, X011 and X012 to be provided on a Not-To-Exceed (NTE) CR basis. The work shall be performed in accordance with all Sections of this TO and the offeror's Basic Contract, under which the resulting TO will be placed.

B.4 SERVICES AND PRICES/COSTS

Long-distance travel is defined as travel over 50 miles from Contractor's duty station. Local travel will not be reimbursed.

The following abbreviations are used in this price schedule:

CLIN	Contract Line Item Number
CPAF	Cost-Plus-Award-Fee
NTE	Not-to-Exceed
ODC	Other Direct Cost

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

B.4.1 BASE PERIOD

MANDATORY

LABOR CLINS NAVAIR ONLY

CLIN	Description	Cost	Award Fee	Total Cost Plus Award Fee
0001	CPAF Labor	(b) (4)		
0002	CPAF Labor – Additional As Needed Support (Optional)			

COST REIMBURSEMENT TRAVEL, TOOLS and ODCs CLINs (NAVAIR ONLY)

CLIN	Description		
0003	Long-Distance Travel Including Indirect Handling Rate (G&A NTE (b) (4))	NTE	(b) (4)
0004	Tools Including Indirect Handling Rate (M&H NTE (b) (4) ; G&A NTE (b) (4))	NTE	
0005	ODCs Including Indirect Handling Rate (M&H NTE (b) (4) ; G&A NTE (b) (4))	NTE	

OPTIONAL

LABOR CLINS FOR NON-NAVAIR ORGANIZATIONS

CLIN	Description	Cost	Award Fee	Total Cost Plus Award Fee
0006	CPAF Labor	(b) (4)		
0007	CPAF Labor – Additional As Needed Support (Optional)			

COST REIMBURSEMENT TRAVEL, TOOLS and ODCs CLINs FOR NON-NAVAIR ORGANIZATIONS

CLIN	Description		Total NTE Price
0008	Long-Distance Travel Including Indirect Handling Rate (G&A NTE (b) (4))	NTE	(b) (4)
0009	Tools Including Indirect Handling Rate (M&H NTE (b) (4) ; G&A NTE (b) (4))	NTE	
0010	ODCs Including Indirect Handling Rate (M&H NTE (b) (4) ; G&A NTE (b) (4))	NTE	

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

CONTRACT ACCESS FEE

CLIN	Description		Total Ceiling Price
0011	Contract Access Fee	NTE	\$100,000

CONTRACTOR MANPOWER REPORTING

CLIN	Description		Total Price
0012	Accounting for Manpower Reporting		NSP

TOTAL CEILING BASE PERIOD FOR NAVAIR CLINS:

(b) (4)

**TOTAL CEILING BASE PERIOD FOR
NON-NAVAIR ORGANIZATIONS OPTIONAL CLINS:**

(b) (4)

CONTRACT ACCESS FEE

\$100,000

TOTAL CEILING BASE PERIOD ALL CLINS:

(b) (4)

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

B.4.2 FIRST OPTION PERIOD

MANDATORY

LABOR CLINS NAVAIR ONLY

CLIN	Description	Cost	Award Fee	Total Cost Plus Award Fee
1001	CPAF Labor	(b) (4)		
1002	CPAF Labor – Additional As Needed Support (Optional)			

COST REIMBURSEMENT TRAVEL, TOOLS and ODCs CLINs NAVAIR ONLY

CLIN	Description		Total NTE Price
1003	Long-Distance Travel Including Indirect Handling Rate (G&A NTE (b) (4))	NTE	(b) (4)
1004	Tools Including Indirect Handling Rate (M&H NTE (b) (4); G&A NTE (b) (4))	NTE	
1005	ODCs Including Indirect Handling Rate (M&H NTE (b) (4); G&A NTE (b) (4))	NTE	

OPTIONAL

LABOR CLINS NON-NAVAIR ORGANIZATIONS

CLIN	Description	Cost	Award Fee	Total Cost Plus Award Fee
1006	CPAF Labor	(b) (4)		
1007	CPAF Labor – Additional As Needed Support (Optional)			

COST REIMBURSEMENT TRAVEL, TOOLS and ODCs CLINs NON-NAVAIR ORGANIZATIONS

CLIN	Description		Total NTE Price
1008	Long-Distance Travel Including Indirect Handling Rate (G&A NTE (b) (4))	NTE	(b) (4)
1009	Tools Including Indirect Handling Rate (M&H NTE (b) (4); G&A NTE (b) (4))	NTE	
1010	ODCs Including Indirect Handling Rate (M&H NTE (b) (4); G&A NTE (b) (4))	NTE	

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

CONTRACT ACCESS FEE

CLIN	Description		Total Ceiling Price
1011	Contract Access Fee	NTE	\$100,000

CONTRACTOR MANPOWER REPORTING

CLIN	Description		Total Price
1012	Accounting for Manpower Reporting		(b) (4)

TOTAL CEILING FIRST OPTION PERIOD FOR NAVAIR CLINS:

(b) (4)

**TOTAL CEILING FIRST OPTION PERIOD
NON-NAVAIR ORGANIZATIONS OPTIONAL CLINS:**

(b) (4)

CONTRACT ACCESS FEE

\$100,000

TOTAL CEILING FIRST OPTION PERIOD ALL CLINS:

(b) (4)

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

B.4.3 SECOND OPTION PERIOD

MANDATORY

LABOR CLINS NAVAIR ONLY

CLIN	Description	Cost	Award Fee	Total Cost Plus Award Fee
2001	CPAF Labor	(b) (4)		
2002	CPAF Labor – Additional As Needed Support (Optional)			

COST REIMBURSEMENT TRAVEL, TOOLS and ODCs CLINs NAVAIR ONLY

CLIN	Description		Total NTE Price
2003	Long-Distance Travel Including Indirect Handling Rate (G&A NTE (b) (4))	NTE	(b) (4)
2004	Tools Including Indirect Handling Rate (M&H NTE (b) (4); G&A NTE (b) (4))	NTE	
2005	ODCs Including Indirect Handling Rate (M&H NTE (b) (4); G&A NTE (b) (4))	NTE	

OPTIONAL

LABOR CLINS NON-NAVAIR ORGANIZATIONS

CLIN	Description	Cost	Award Fee	Total Cost Plus Award Fee
2006	CPAF Labor	(b) (4)		
2007	CPAF Labor – Additional As Needed Support (Optional)			

OPTIONAL

COST REIMBURSEMENT TRAVEL, TOOLS and ODCs CLINs NON-NAVAIR ORGANIZATIONS

CLIN	Description		Total NTE Price
2008	Long-Distance Travel Including Indirect Handling Rate (G&A NTE (b) (4))	NTE	(b) (4)
2009	Tools Including Indirect Handling Rate (M&H NTE (b) (4); G&A NTE (b) (4))	NTE	
2010	ODCs Including Indirect Handling Rate (M&H NTE (b) (4); G&A NTE (b) (4))	NTE	

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

CONTRACT ACCESS FEE

CLIN	Description		Total Ceiling Price
2011	Contract Access Fee	NTE	\$100,000

CONTRACTOR MANPOWER REPORTING

CLIN	Description		Total Price
2012	Accounting for Manpower Reporting		(b) (4)

TOTAL CEILING SECOND OPTION PERIOD FOR NAVAIR CLINS:

(b) (4)

**TOTAL CEILING SECOND OPTION PERIOD
NON-NAVAIR ORGANIZATIONS OPTIONAL CLINS:**

(b) (4)

CONTRACT ACCESS FEE

\$100,000

TOTAL CEILING SECOND OPTION PERIOD ALL CLINS:

(b) (4)

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

B.4.4 THIRD OPTION PERIOD

MANDATORY

LABOR CLINS NAVAIR ONLY

CLIN	Description	Cost	Award Fee	Total Cost Plus Award Fee
3001	CPAF Labor	(b) (4)		
3002	CPAF Labor – Additional As Needed Support (Optional)			

COST REIMBURSEMENT TRAVEL, TOOLS and ODCs CLINs NAVAIR ONLY

CLIN	Description		Total NTE Price
3003	Long-Distance Travel Including Indirect Handling Rate (G&A NTE (b) (4))	NTE	(b) (4)
3004	Tools Including Indirect Handling Rate (M&H NTE (b) (4); G&A NTE (b) (4))	NTE	
3005	ODCs Including Indirect Handling Rate (M&H NTE (b) (4); G&A NTE (b) (4))	NTE	

OPTIONAL

LABOR CLINS NON-NAVAIR ORGANIZATIONS

CLIN	Description	Cost	Award Fee	Total Cost Plus Award Fee
3006	CPAF Labor	(b) (4)		
3007	CPAF Labor – Additional As Needed Support (Optional)			

OPTIONAL COST REIMBURSEMENT TRAVEL, TOOLS and ODCs CLINs NON-NAVAIR ORGANIZATIONS

CLIN	Description		Total NTE Price
3008	Long-Distance Travel Including Indirect Handling Rate (G&A NTE (b) (4))	NTE	(b) (4)
3009	Tools Including Indirect Handling Rate (M&H NTE (b) (4); G&A NTE (b) (4))	NTE	
3010	ODCs Including Indirect Handling Rate (M&H NTE (b) (4); G&A NTE (b) (4))	NTE	

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

CONTRACT ACCESS FEE

CLIN	Description		Total Ceiling Price
3011	Contract Access Fee	NTE	\$100,000

CONTRACTOR MANPOWER REPORTING

CLIN	Description		Total Price
3012	Accounting for Manpower Reporting		(b) (4)

TOTAL CEILING THIRD OPTION PERIOD FOR NAVAIR CLINS:

(b) (4)

**TOTAL CEILING THIRD OPTION PERIOD
NON-NAVAIR ORGANIZATIONS OPTIONAL CLINS:**

(b) (4)

CONTRACT ACCESS FEE

\$100,000

TOTAL CEILING THIRD OPTION PERIOD ALL CLINS:

(b) (4)

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

B.4.5 FOURTH OPTION PERIOD

MANDATORY

LABOR CLINS NAVAIR ONLY

CLIN	Description	Cost	Award Fee	Total Cost Plus Award Fee
4001	CPAF Labor	(b) (4)		
4002	CPAF Labor – Additional As Needed Support (Optional)			

COST REIMBURSEMENT TRAVEL, TOOLS and ODCs CLINs NAVAIR ONLY

CLIN	Description		Total NTE Price
4003	Long-Distance Travel Including Indirect Handling Rate (G&A NTE (b) (4))	NTE	(b) (4)
4004	Tools Including Indirect Handling Rate (M&H NTE (b) (4) ; G&A NTE (b) (4))	NTE	
4005	ODCs Including Indirect Handling Rate (M&H NTE (b) (4) ; G&A NTE (b) (4))	NTE	

OPTIONAL

LABOR CLINS NON-NAVAIR ORGANIZATIONS

CLIN	Description	Cost	Award Fee	Total Cost Plus Award Fee
4006	CPAF Labor	(b) (4)		
4007	CPAF Labor – Additional As Needed Support (Optional)			

OPTIONAL COST REIMBURSEMENT TRAVEL, TOOLS and ODCs CLINs NON-NAVAIR ORGANIZATIONS

CLIN	Description		Total NTE Price
4008	Long-Distance Travel Including Indirect Handling Rate (G&A NTE (b) (4))	NTE	(b) (4)
4009	Tools Including Indirect Handling Rate (M&H NTE (b) (4) ; G&A NTE (b) (4))	NTE	
4010	ODCs Including Indirect Handling Rate (M&H NTE (b) (4) ; G&A NTE (b) (4))	NTE	

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

CONTRACT ACCESS FEE

CLIN	Description		Total Ceiling Price
4011	Contract Access Fee	NTE	\$100,000

CONTRACTOR MANPOWER REPORTING

CLIN	Description		Total Price
4012	Accounting for Manpower Reporting		(b) (4)

TOTAL CEILING FOURTH OPTION PERIOD FOR NAVAIR CLINS:

(b) (4)

**TOTAL CEILING FOURTH OPTION PERIOD
NON-NAVAIR ORGANIZATIONS OPTIONAL CLINS:**

(b) (4)

CONTRACT ACCESS FEE

\$100,000

TOTAL CEILING FOURTH OPTION PERIOD ALL CLINS:

(b) (4)

GRAND TOTALS

CEILING NAVAIR CLINS:

(b) (4)

**CEILING FOR NON-NAVAIR ORGANIZATIONS
OPTIONAL CLINS:**

(b) (4)

CONTRACT ACCESS FEE

\$500,000

CEILING ALL CLINS (DOES NOT INCLUDE CAF):

\$135,672,302

B.5 SECTION B TABLES

B.5.1 INDIRECT/MATERIAL HANDLING RATE

Long-Distance Travel, Tools, and ODC costs incurred may be burdened with the contractor's indirect/material handling rate in accordance with the contractor's disclosed practices.

- a. If no indirect/material handling rate is allowable in accordance with the contractor's disclosed practices, no indirect/material handling rate shall be applied to or reimbursed on these costs.
- b. If no rate is specified in the Basic Contract, no indirect rate shall be applied to or reimbursed on these costs.
- c. If no rate is specified in the schedule of prices above, no indirect rate shall be applied to or reimbursed on these costs.

The indirect handling rate over the term of the TO shall not exceed the rate specified in the schedule of prices above.

For CLINs X003, X004, X005, X008, X009, and X010 in accordance with the contractor's disclosed practices, the contractor may apply a M&H % to the cost of the tools; and may then apply a G&A % to the tool's cost burden of M&H. Furthermore, the percentages stated for M&H and G&A within Section B.4 are not to exceed the ceiling rates, the contractor shall invoice at the current applicable indirect rates not to exceed these ceiling percentages.

B.5.2 DIRECT LABOR RATES

Labor categories proposed shall be mapped to existing Alliant labor categories.

B.5.3 LABOR OUTSIDE THE CONTINENTAL UNITED STATES (OCONUS)

"OCONUS" is defined as other than the 48 contiguous states plus the District of Columbia. The United States (U.S.) Department of State's (DoS) Bureau of Administration, Office of Allowances, publishes quarterly report indexes of living costs abroad, per-diem rate maximums, quarter's allowances, hardship differentials, and danger pay allowances. The DoS Standardized Regulations (DSSR) is the controlling regulations for allowances and benefits available to all U.S. Government civilians assigned to foreign areas.

Contractor personnel assigned to foreign areas may receive the allowances and benefits in the DSSR but, shall not receive allowance and benefits in excess of those identified in the DSSR.

Where costs are not specifically addressed in the DSSR, the Government will reimburse the contractor for all reasonable, allowable, and allocable costs in accordance with FAR 31, Contract Cost Principles and Procedures, and other applicable agency specific regulatory supplements.

B.6 INCREMENTAL FUNDING

B.6.1 INCREMENTAL FUNDING LIMITATION OF GOVERNMENT'S OBLIGATION

Incremental funding in the amount of **\$35,919,694.90** for CLINs 0001 - 0005, 0011, 1001 – 1005, 1011, 2001, 2003, 2005, 2006, 2008, 2010 and 2011 are currently allotted and available for payment by the Government. Additional incremental funding for these CLINs will be allotted and available for payment by the Government as the funds become available. The estimated period of performance covered by the allotments for the mandatory CLINs is from award through 6 months, unless otherwise noted in Section B. The TO may be modified to add funds incrementally up to the maximum of \$136,172,303 over the performance period. These allotments constitute the estimated cost for the purpose of Federal Acquisition Regulation (FAR) Clause 52.232-22, Limitation of Funds, which applies to this TO on a CLIN-by-CLIN basis.

Incremental Funding Chart for CPAF and Travel/Tools/ODCs/CAF

See Section J, Attachment W - Incremental Funding Chart (Excel Spreadsheet).

B.7 AWARD FEE PLANNED VALUE/RESULTS REPORTING TABLE

The Award Fee Determination Plan (COR establishes award fee. See Section J, Attachment H – Award Fee Determination Plan (Word document).

B.8 NAVAIR MAXIMUM VALUE

Per **Section B.4.1 through B.4.5**, the value of Mandatory NAVAIR CLINs cannot exceed \$49.9M. Non-NAVAIR Optional CLINs are not intended for such use. The use of non-NAVAIR Optional CLINs by NAVAIR would require additional or increased approvals in accordance with FAR 17.502-1.

C.1 BACKGROUND

The Naval Air Warfare Center Aircraft Division (NAWCAD), Special Communications Mission Solutions (SCMS) Division 4.11.4 provides full spectrum Command, Control, Communications, Computers, Combat Systems, Intelligence, Surveillance, and Reconnaissance (C5ISR) technical support to the warfighter in Continental United States (CONUS), outside the Continental United States (OCONUS), and hazardous areas. This support is provided from requirements definition through life cycle sustainment. This is “cradle to grave” support that helps ensure interoperability, supportability, and connectivity among field equipment. SCMS supports Department of Defense (DoD), Executive Branch, and other Federal agency sponsors worldwide. In support of this mission, the SCMS 4.11.4 provides Distance Learning Support (DLS), which is the subject of this procurement. SCMS Division 4.11.4 has provided DLS to its current sponsor, the Marine Corps Distance Learning (MCDL) Program, since 1999. The MCDL support has expanded over time to its current capability to remotely provide the MarineNet Learning Management System (LMS)/ Knowledge Management System (KMS) DLS throughout the world. The current MCDL sponsor requires a unique set of infrastructure that can be found in Hardware/Software List. This sponsor represents a single instance of how the overall requirements of this Task Order (TO) will be executed.

The MCDL infrastructure will either move from Webster Field to a Marine Corps facility in Kansas City, MO or will be moved to a Cloud hosting site. If the cloud hosting environment is used, the move would occur within 18 months. The contractor shall provide migration assistance in either case. Operational and engineering support for this sponsor will continue at current levels with the exception of activities such as facility monitoring. If the current infrastructure does not move to the cloud, the contractor shall assist with a Technical Refresh of all infrastructure components contained in the Government Furnished Equipment (GFE) **(Attachment Z)**.

Additionally, the Government is in the process of implementing automated testing framework for all sponsors as well as support other non-NAVAIR organizations. The contractor shall support this framework.

C.2 PURPOSE

The NAWCAD, SCMS Division 4.11.4 requires the contractor to supply a full range of DLS capabilities to include all infrastructure and unique implementation elements as applicable to an SCMS sponsor. SCMS requires that the operational requirements of the current MCDL sponsor be met as well as any enhancements for this sponsor while also developing and maintaining solutions for new sponsors. The contractor shall support multiple client sponsors and enhancement/refresh/maintenance releases simultaneously.

C.3 SCOPE

The scope of this requirement is to provide Naval Air Warfare Center Aircraft Division (NAWCAD), Special Communications Mission Solutions (SCMS) Division 4.11.4 and its sponsors and other Non-NAVAIR organizations with Learning Management Systems (LMS) and Knowledge Management Systems (KMS) support. This support will include activities such as

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but not limited to provisioning of infrastructure (hardware and software), infrastructure operational support, content development and training, software development, maintenance and enhancement, and Help Desk (HD) support. Each sponsor's implementation will be unique and may include all or a subset of the Task Area services identified in **Section 5** herein. New sponsor implementations will be added incrementally over time, particularly in the out-years of the TO. A sponsor is a DLS user that is being supported by SCMS (the customer). The Government estimates that there will be five new implementations over the life of the TO (one in the base year and four more over the remaining optional years). Performance Metrics will be determined for each new sponsor and become part of the Award Fee process. The implementation of new sponsors will require contractor ramp-up of resources for discrete periods of time until sustainment is achieved. Long-distance travel in support of this TO is also anticipated for the deployment of personnel to various Continental United States (CONUS) and OCONUS locations when required to include multiple Combatant Commands (CCMDs).

C.3.1 OPERATIONAL ENVIRONEMENT

SCMS is currently supporting the MCDL operational environment that resides and will be supported by the contractor at Webster Field in St. Inigoes, Maryland. There is space at this site for 22 contractor personnel.

The contractor shall provide a Contractor-Owned Contractor-Operated (COCO) CONUS software development capability in its own space. This space must be available during transition-in.

In addition, the contractor shall provide COCO space to perform all other off-site work, to include meetings with the Government. This contractor-provided space shall be cleared at the Secret level with no level of safeguarding required. It shall be within 45 ground transportation miles of NAWCAD, Patuxent River, St. Inigoes, MD and shall be established no later than 180 days after Task Order Award (TOA). The Government does not intend to assume responsibility to retain facilities or take control of any title after the TO is completed nor enter into or take control of any lease. All personnel working with cybersecurity/information assurance shall have a Secret clearance.

There is a possibility of support being required in Kansas City, MO, to include assistance with evaluation, planning, and migration to this operational environment.

In addition, the Government is moving to Information Technology Infrastructure Library (ITIL) v3 processing. As new sponsors make use of SCMS services, each may have its own ITIL requirements. Implementations vary from version 1 to version 3 for the MCDL sponsor.

The following are the current customers or sponsors and associated locations:

- a. NAWCAD 4.11 – Webster Field, St. Inigoes, MD - customer
- b. NAWCAD 4.11.4 – Webster Field, St. Inigoes, MD – customer
- c. College of Distance Education and Training (CDET), Training and Education Command (TECOM), United States Marine Corps (USMC) – Quantico, VA - sponsor
- d. Program Manager Training Systems (PMTRASYS), Marine Corps Systems Command (MARCORSYSCOM), USMC – Orlando, FL - sponsor

C.5 TASKS

The Government will continually monitor the contractor's performance with the use of Government-provided Performance Metrics (**Attachment B**) which will be part of the Award Fee Determination Plan (AFDP), (**Attachment H**). The AFDP will be updated as SCMS requirements change and as new sponsors are brought on board. The Government intends to quickly support more sponsors with similar operational/project support. The contractor shall support the following Task Areas:

- a. Task 1: Project Management
- b. Task 2: Transition-In
- c. Task 3: Transition-Out
- d. Task 4: Operational Support
- e. Task 5: Engineering Support
- f. Task 6: Additional As-Needed Support

C.5.1 TASK 1 – PROVIDE TASK ORDER/PROJECT MANAGEMENT

The contractor shall provide TO management support. This includes the management and oversight of all activities performed by contractor personnel, including subcontractors, to satisfy the requirements identified in this Performance Work Statement (PWS). The identified Key Project Manager (PM) shall provide management, direction, administration, quality assurance, and leadership of the execution of this TO.

For management of projects within the overall activity of TO Support, the contractor shall provide periodic project support that can consist of a broad range of activities from Engineering Change Request (ECR) releases that would be collections of operational enhancements; to the engineering and development of architectures, networks, and systems for sponsors; to upgrading a sponsor's processes to ITIL version 3; and/or to engineering, implementing, and operationally managing new sponsor Distance Learning systems. Project activities can span the requirements contained in Task Areas 4 and 5 herein. On average these projects are two to six months in duration. The contractor shall provide systems, cybersecurity, facilities, network, and knowledge management engineering as well as research and development of new and emerging technologies in support of these projects.

In advance of each project, the Government and contractor shall meet to discuss each project in terms of understanding, the start date, milestones, unique requirements, expected travel, monitoring, reporting, and performance expectations. Resources expended against each project shall be reported with each Monthly Status Report (MSR). (**Section F.3, Deliverables 43, 44, 45, 46, 47 and 48**).

The contractor shall support several projects at any given time. Performance against Acceptable Quality Levels (AQLs) is continually monitored by the Government. The contractor shall
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maintain Operational AQL performance regardless of the degree of project-based support. The Government expects to have one new sponsor project in the base year and four more over the remaining life of the TO.

As part of project support the contractor shall provide HD Level 3 ECR support to provide small and large scale enhancements and fixes that are implemented in aggregated releases. The Government expects at least 170 ECRs aggregated to six minor releases per year and one major release every two to three years. A major release might include architectural changes or system redesigns. Minor releases might include functional changes within the existing level of support, or new software to manage a new function within the existing support structure or lifecycle changes such as adding a feature.

The contractor shall provide technical support to identify procurement sources for software, equipment, and cloud services. The contractor shall be capable of interfacing with and updating the Government's hardware and software acquisition management systems to upload/download data on each item procured under the Tools and ODCs CLINs, print reports/forms, and to receive and transfer digital files with Government systems in conjunction with the required Task Areas. The contractor shall also provide support for the purchasing when required and management of software, equipment, cloud services, and material, to include market research, recommendations, maintaining a list of required items, monitoring and tracking, maintaining accurate inventory records using the Government's tracking system, and purchasing.

**C.5.1.1 SUBTASK 1 – ACCOUNTING FOR CONTRACTOR MANPOWER
REPORTING**

The contractor shall report contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the SCMS 4.11.4 via a secure data collection site. Contracted services excluded from reporting are based on Product Service Codes (PSCs). The excluded PSCs are:

1. W, Lease/Rental of Equipment
2. X, Lease/Rental of Facilities
3. Y, Construction of Structures and Facilities
4. D, Automatic Data Processing and Telecommunications, IT and Telecom -
Telecommunications Transmission (D304) and Internet (D322) ONLY
5. S, Utilities ONLY
6. V, Freight and Shipping ONLY

The contractor is required to completely fill in all required data fields using the following web address "<https://doncmra.nmci.navy.mil>".

Reporting inputs shall be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each

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calendar year. Contractors may direct questions to the help desk, linked at "https://doncmra.nmci.navy.mil".

C.5.1.2 SUBTASK 2 – COORDINATE A TASK ORDER KICK-OFF MEETING

The contractor shall schedule, coordinate, and host a Kick-Off Meeting (**Section F.3, Deliverable 01**) at a location approved by the Government. The meeting will provide an introduction between the contractor personnel and Government personnel who will be involved with the TO. The meeting will provide the opportunity to discuss technical, management, and security issues, and travel authorization and reporting procedures. At a minimum, the attendees shall include Key contractor Personnel, representatives from SCMS, and the Federal Systems Integration Center (FEDSIM) Contracting Officer's Representative (COR).

At least three days prior to the Kick-Off Meeting, the contractor shall provide a Kick-Off Meeting Agenda (**Section F.3, Deliverable 02**) for review and approval by the FEDSIM COR and the TPOC prior to finalizing. The agenda shall include, at a minimum, the following topics/deliverables:

- a. Points of contact (POCs) for all parties
- b. Draft Project Management Plan (PMP) (**Section 5.1.6**) and discussion including schedule, tasks, etc.
- c. Personnel discussion (i.e., roles and responsibilities and lines of communication between the contractor and the Government)
- d. Staffing Plan and status
- e. Transition-In Plan (**Section 5.2**) and discussion
- f. Security discussion and requirements (i.e., building access, badges, Common Access Cards (CACs), Secret clearance as appropriate)
- g. Invoicing considerations
- h. Earned Value Management (EVM) Plan (as required)

The Government will provide the contractor with the number of Government participants for the Kick-Off Meeting and the contractor shall provide sufficient copies of the presentation for all present.

The contractor shall draft and provide a Kick-Off Meeting minutes report (**Section F.3, Deliverable 03**) documenting the Kick-Off Meeting discussion and capturing any action items.

C.5.1.3 SUBTASK 3 – PREPARE A MONTHLY STATUS REPORT (MSR)

The contractor shall develop and provide an MSR (format contained in **Attachment G (Section F.3, Deliverable 04)**). The MSR shall include the following:

- a. Activities during the reporting period, by task (include on-going activities, new activities, Task Order Request GSQ0017AJ0003
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and activities completed, and progress to date on all above mentioned activities). Each section shall start with a brief description of the task/activity.

- b. Problems and corrective actions taken. Also include issues or concerns and proposed resolutions to address them.
- c. Personnel gains, losses, and status (security clearance, etc.).
- d. Government actions required.
- e. Schedule (show major tasks, milestones, and deliverables; planned and actual start and completion dates for each).
- f. Summary of trips taken, conferences attended, etc. (attach Trip Reports to the MSR for the reporting period).
- g. EVM statistics (when required).
- h. Accumulated cost for each Contract Line Item Number (CLIN) up to the previous month.
- i. Projected cost of each CLIN for the current month.
- j. Project issues, risks, and mitigations.
- k. The contractor shall deliver a Workforce Reporting Attachment via encrypted file to the designated FEDSIM COR and Technical Point of Contact (TPOC). The Workforce Reporting shall include a labor mix report consisting of name, labor categories, total hours charged for the month, and location. The contractor shall also include the number of gains and losses within that month. The deliverable shall be in Microsoft Excel 2010 or later format.

C.5.1.4 SUBTASK 4 - EARNED VALUE MANAGEMENT (EVM)

The contractor shall employ and report on EVM as required in the management of this TO and IAW with each Project. The degree of EVM usage will vary by sponsors and be defined for the contractor by the customer. See **Section 7.9**, Earned Value Management, for potential EVM requirements.

C.5.1.5 SUBTASK 5 – CONVENE TECHNICAL MEETINGS

The contractor PM shall convene a monthly Technical Meeting with the TPOC, FEDSIM COR, and other Government stakeholders as requested (**Section F.3, Deliverable 05**). The purpose of this meeting is to ensure all stakeholders are informed of the monthly activities and MSR, to provide opportunities to identify other activities and establish priorities, to coordinate resolution of identified problems or opportunities, and to work on technical issues. The contractor PM shall provide minutes of these meetings, including attendance, issues discussed, decisions made, and action items assigned, to the FEDSIM COR and the SCMS Representative within five workdays following the meeting.

C.5.1.6 SUBTASK 6 – PREPARE A PROJECT MANAGEMENT PLAN (PMP)

The contractor shall document all support requirements in a PMP. The contractor shall provide the Government with a Draft PMP (**Section F.3, Deliverable 06**) on which the Government will make comments. The Final PMP (**Section F.3, Deliverable 07**) shall incorporate the Government's comments.

The PMP shall:

- a. Describe the proposed management approach.
- b. Contain detailed Standard Operating Procedures (SOPs) for each sponsor and their associated tasks/activities.
- c. Include milestones, tasks, and subtasks required in this TO by sponsor.
- d. Provide an overall Work Breakdown Structure (WBS) with a minimum of three levels and associated responsibilities and partnerships between Government organizations (as appropriate to the size of the development effort).
- e. Describe in detail the contractor's approach to risk management under this TO.
- f. Describe in detail the contractor's approach to communications, including processes, procedures, communication approach, and other rules of engagement between the contractor and the Government, to include all sponsors.
- g. Include the contractor's Baseline QCP and EVM Plan when required.

C.5.1.7 SUBTASK 7 – UPDATE THE PROJECT MANAGEMENT PLAN (PMP)

The PMP is an evolutionary document that shall be updated annually at a minimum (**Section F.3, Deliverable 08**) but also as major events occur, e.g. the implementation of new sponsors. The contractor shall work from the latest Government-approved version of the PMP.

C.5.1.8 SUBTASK 8 – PREPARE TRIP REPORTS

The contractor shall provide a Trip Report (**Section F.3, Deliverable 09**) for each trip approved by the Government. The contractor shall keep a summary of all long-distance travel including, but not limited to, the name of the employee, location of travel, duration of trip, and POC at travel location. Trip reports shall also contain Government approval authority, total cost of the trip, a detailed description of the purpose of the trip, and any knowledge gained.

C.5.1.9 SUBTASK 9 – UPDATE BASELINE QUALITY CONTROL PLAN (QCP)

The contractor shall provide a final baseline QCP as required in (**Section F.3, Deliverable 10**). The contractor shall periodically update the QCP (**Section F.3, Deliverable 11**) as changes in program processes are identified.

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Within the QCP, the contractor shall identify its approach for providing quality control in meeting the requirements of the TO. The contractor's QCP shall describe its quality control methodology for accomplishing TO performance expectations and objectives. The contractor shall fully discuss its validated processes and procedures that provide high quality performance for each Task Area. The QCP shall describe how the processes integrate with the Government's requirements.

C.5.1.10 SUBTASK 10 - FINANCIAL REPORTING

The contractor shall provide bi-weekly financial reporting In Accordance With (IAW) with **Attachments Q, R, and S** of the Task Order.

C.5.2 TASK 2 - TRANSITION-IN

The contractor shall update the draft Transition-in Plan provided with its proposal and provide a final Transition-in Plan (**Section F.3, Deliverable 12**). The contractor shall ensure that there will be minimum service disruption to vital Government business and no service degradation during and after initial TOA transition and after the transition associated with the implementation of new sponsors. The contractor shall assume responsibility for execution of multiple in-progress engineering efforts by the end of the defined contract transition period. The contractor shall implement its Transition-In Plan no later than No Later Than (NLT) five calendar days after award, and all transition-in activities shall be completed NLT 30 calendar days after TOA (except for the COCO space provided by the contractor within 180 calendar days of TOA).

C.5.3 TASK 3 -TRANSITION-OUT

The contractor shall provide Transition-Out support when required by the Government. The Transition-Out Plan shall facilitate the accomplishment of a seamless transition from the incumbent to an incoming contractor/Government personnel at the expiration of the TO. The contractor shall provide a draft Transition-Out Plan (**Section F.3, Deliverable 13**) within six months of Project Start (PS). The Government will work with the contractor to finalize the Transition-Out Plan IAW the PWS acceptance standards. At a minimum, this Plan shall be reviewed and updated on an annual basis (**Section F.3, Deliverable 14**). Additionally, the Transition-Out Plan shall be reviewed and updated quarterly during the final Option Period (**Section F.3, Deliverable 14**).

In the Transition-Out Plan, the contractor shall identify how it will coordinate with the incoming contractor and/or Government personnel to transfer knowledge regarding the following, by sponsor:

- a. Project management processes
- b. Points of contact
- c. Location of technical and project management documentation
- d. Status of ongoing technical initiatives

- e. Appropriate contractor to contractor coordination to ensure a seamless transition
- f. Transition of Key Personnel
- g. Schedules and milestones
- h. Actions required of the Government

The contractor shall also establish and maintain effective communication with the incoming contractor/Government personnel for the period of the transition via weekly status meetings or as often as necessary to ensure a seamless transition-out.

The contractor shall implement its Transition-Out Plan NLT 90 calendar days prior to expiration of the TO.

C.5.4 TASK 4 – OPERATIONAL SUPPORT

The contractor shall provide day-to-day sustainment operational support as well support associated with SCMS current projects, and each new project. The projects provide software/hardware/process engineering enhancements and solutions for internal usage and for each sponsor. Operational support shall be provided in St. Inigoes, MD, other CONUS and OCONUS sites. The contractor shall provide Operations Management by way of a disciplined ITIL-based strategy that ultimately complements a DevOps environment and that integrates operations/development engineers and quality assurance through the entire engineering lifecycle, from design, development, and deployment processes to production support.

The Government uses the following inventory systems for its MCDL sponsor. These are recorded in the GFE listing (**Attachment Z**):

- a. SCMS Material Inventory Control System (MICS), SCMS Owned, SCMS Maintained
- b. BMC Remedy, MCDL owned, contractor maintained

The contractor shall operationally support other SCMS customer systems as they come on line. The contractor shall support the following operational support activities.

C.5.4.1 CONFIGURATION MANAGEMENT SUPPORT

The contractor shall develop, maintain, and execute a Configuration Management Plan (CMP) (**Section F.3, Deliverable 15**) for tracking, maintaining, validating, and auditing the configuration of all system components. This includes all Security, HD, Infrastructure, System, Database systems and subsystems. The contractor shall develop and implement other CMPs (**Section F.3, Deliverable 15**) based on customer requirements. The contractor shall provide the following Configuration Management support:

- a. **Auditing:** The contractor shall conduct audits to ensure adherence to the CMP after changes to the baselines of the system components.
- b. **Inventory Management:** The contractor shall maintain a complete a list of all system

assets in a Government-identified asset management system. The contractor shall provide inventory status reports periodically or at the customer's request.

C.5.4.2 SECURITY SUPPORT

The contractor shall provide a full spectrum of operational security support and maintain a defense in depth cybersecurity posture as well as provide Information Assurance (IA) status reporting IAW applicable laws and agency policies and directives. The Government currently has available an Information Security Plan (ISP), a Cyber Security Plan (CSP), and a full range of Security Standard Operating Procedures (SOPs). All contractor personnel who access cyber security systems and/or information shall possess an active Secret clearance. The contractor shall provide the following support.

- a. **Access Control:** The contractor shall provide the following types of access control support.
 1. Process access requests
 2. Plan and manage user accounts/domain groups/ accounts/Alt Tokens and other accounts used to access key system components
 3. Conduct periodic reviews of access lists and revoke access for individuals who no longer need it
- b. **Cryptography:** The contractor shall maintain awareness of the DoD and Industry standards and technologies used for cryptography. The Government may require white papers to document the contractor's research. The contractor shall also maintain certificates and infrastructure used to secure system data.
- c. **Cybersecurity Policy / Procedures / Reporting:** The contractor shall develop and maintain Security Programs (**Section F.3, Deliverable 16**) that monitor, review, and report on all related policies and procedures as defined by applicable laws and the Agency's policies and directives.
- d. **Incident Handling and Notification:** The contractor shall respond as required to security incidents, IAW with security SOPs. The contractor shall prepare internal and external documentation IAW Government directed policies and notify the appropriate Agencies.
- e. **Surveillance:** In accordance with the Security SOPs, the contractor shall monitor physical access to the Government in-house lab, systems, applications and logs to identify potential unauthorized access attempts, and provide the required response and reporting.
- f. **Vulnerability Assessment:** Quarterly, or as requested, the contractor shall conduct comprehensive audits of complete security boundaries including all network and computer-related assets, policies and processes. Utilizing both automated tools and

manual methods, that contractor shall scan, using Government-supplied tools, external and internal systems to identify vulnerabilities that might allow an adversary to gain access to privileged data or system functions.

- g. **Vulnerability Management:** The contractor shall conduct Vulnerability Scans/Audits to maintain the security posture of the system. The contractor shall review, analyze, and develop Vulnerability Mitigation Strategies (**Section F.3, Deliverable 17**) for all Information Assurance Vulnerability Alerts (IAVA), Information Assurance Vulnerability Bulletins (IAVB), and Operational Directives (OPDir) and report on compliance through required channels. The contractor shall implement all vulnerability corrections.

C.5.4.3 HELP DESK (HD) SUPPORT

The contractor shall provide 3-tiered HD support at an enterprise level. The contractor shall develop, maintain, and execute a technical support service catalog for each sponsor implementation based on ITIL best practices. The contractor shall develop and maintain HD SOPs as required to support new projects and sponsors. For HD support that is required remotely, the contractor shall provide this by e-mail and phone contact. The contractor shall provide the following support.

- a. **Process Management:** The contractor shall develop and maintain ITIL-based Service Catalogs (**Section F.3, Deliverable 18**) for Tier 1 and Tier 2 technical support. The contractor shall decompose identified services into SOPs and Work Instructions. The contractor shall maintain a comprehensive training program for on-boarding and certifying new HD Agents.
- b. **Call Center:** The contractor shall receive and respond to user initiated telephone calls within Government-specified SOPs. The contractor shall escalate issues as required to the next level of support IAW the defined SOPs.
- c. **Incident Management:** The contractor shall receive and respond to user initiated e-mail and online support requests. The contractor shall escalate issues as required to the next level of support IAW defined SOPs.
- d. **Problem Management:** The contractor shall conduct analysis to identify, prevent, eliminate, and minimize the impact of recurring incidents. The contractor shall provide a root cause analysis as appropriate and as required by the Government.
- e. **Knowledge Management (KM):** The contractor shall manage and share information obtained through troubleshooting or from outside sources in an efficient manner that would improve the transfer of knowledge between all agents and speed resolution of identified issues.
- f. **Troubleshooting and Trend Analysis:** The contractor shall assist users with diagnosing

and resolving issues. The contractor shall conduct analysis of system issues and report trends to the Government.

- g. **Reporting:** The contractor shall prepare reports that provide statistics on calls and support requests.
- h. **Tier 3 Support:** The contractor shall respond to ECRs as required by providing subject matter expertise in network, database, and security software engineering. The provision of Tier 3 support shall not impact Tiers 1 and 2 support.

C.5.4.4 INFRASTRUCTURE SUPPORT

The contractor shall ensure the stability of the System Infrastructure (see **Attachment Z** for a listing of the MCDL's operational infrastructure) IAW the Government-required SOPs. The contractor shall provide the following Infrastructure Support.

- a. **Facilities Monitoring:** The contractor shall monitor the environment, power, and space within the Webster Field operations and production environment, and notify the Government if conditions impact system operations.
- b. **Infrastructure Monitoring:** The contractor shall monitor infrastructure components to ensure system stability and performance are maintained and any issues with system components are reported and rectified.
- c. **Sparing and Repair:** The contractor shall develop a Sparing Plan (**Section F.3, Deliverable 19**) that meets the Government identified turnaround time for repair / replacement as identified in the SOPs. The contractor shall procure consumables to support sparing / repairs IAW **Section 7.4** of the FON. The contractor shall execute repair / replacement with either procured or Government-provided spares. The contractor shall track sparing use and recommend replenishment such that Government-required SOPs are continually met. The contractor shall execute the warranty repair agreements on the component as required. All spares are housed at the Government's site.

C.5.4.5 SYSTEM SUPPORT

The contractor shall provide on-site support for network operations, systems maintenance, anti-virus management, back-ups, patch management and training support for Distance Learning systems, to include LMS and KMS. The contractor shall develop and maintain a System Maintenance Plan (**Section F.3, Deliverable 20**). The contractor shall follow the Government-approved Systems Maintenance Plan in accomplishing the following.

- a. **Network Operations:** The contractor shall develop and execute a plan for appropriate regular maintenance for networks and network appliances supporting LMSs or KMSs. The contractor shall monitor and report network performance.

- b. **Systems Maintenance:** The contractor shall develop and execute a plan for appropriate regular maintenance for both hosts and servers supporting LMSs or KMSs. The contractor shall monitor and report system performance.
- c. **Anti-Virus Management:** The contractor shall maintain anti-virus software on all systems. The contractor shall ensure that engines and definitions are up to date and that scans are executed IAW with the SOPs.
- d. **Host-Based Security Management:** The contractor shall maintain the Host Based Security systems. The contractor shall ensure that engines and policies are up to date IAW the SOPs.
- e. **Back-ups:** The contractor shall execute and maintain incremental and full backups of data and configuration of all systems IAW with the SOPs. The contractor shall coordinate shipment of backup tapes to the Government-designated backup location. The contractor shall perform tests of backup restoration IAW with the Government defined schedule. The contractor shall restore backed up information IAW the SOPs.
- f. **Patch Management:** The contractor shall develop, maintain, and execute a Patch Management Plan. The contractor shall maintain the patches on all hardware / software systems IAW the Patch Management Plan. The contractor shall coordinate with on-site staff and third-party contractors to conduct patching of remote systems.
- g. **Reporting:** The contractor shall conduct periodic and ad-hoc performance and volume reporting for all components of the systems. The contractor shall report Government-specified information with current Government-provided dashboards. The Government currently uses a mix of Commercial-Off-The-Shelf (COTS) products to show Key Performance Parameters (KPPs), service level objectives, and application performance. The contractor shall modify the reported information to show progress toward meeting AQLs. The current display system is comprised of a combination of Solar Winds, Structure Query Language (SQL) Server Reporting Service (SSRS), custom reports, Custom Communications Management (CCM), and Application Performance Monitor (AMP). The contractor shall monitor system resources; establish performance recommendations, identify thresholds for reporting; and conduct reporting based on defined thresholds.

C.5.4.6 DATABASE ADMINISTRATION SUPPORT

The contractor shall conduct database administration to include custom/canned reporting, data synchronization, log review management, performance monitoring, and database health optimization. The MCDL implementation requires support on a Structured Query Language (SQL)-based database. The contractor shall also provide support in Oracle and with unstructured data as well as other support systems depending on the sponsor. The contractor shall provide the following support.

- a. **Ad-hoc/Custom/Canned Reporting:** The contractor shall develop, test and deliver Government-required reports. The contractor shall analyze and correlate complex data from disparate sources using SQL and MySQL search capabilities.
- b. **Data Visualization:** The contractor shall develop live data dashboards, charts, infographics and animated data to articulate complex data for sponsors (**Section F.3, Deliverable 21**).
- c. **Data Synchronization:** The contractor shall provide daily maintenance of connections to internal/external system interfaces. The contractor shall produce, process, and validate that the data is consistent and synchronized between origin and destination.
- d. **Log Review and Management:** The contractor shall manage logs of all database activities. The contract shall review, assess, and report/ act upon logged information of database health and events such that overall process reporting meets or exceeds the performance measures.
- e. **Performance/Health Monitoring and Optimization:** The contractor shall conduct continuous review of database system architectures to ensure health and optimize performance. The contractor shall review and optimize performance of triggers, stored procedures, and functions.
- f. **Data Science:** In order to support business decisions and HD and development optimization, the contractor shall collect and analyze data from multiple systems and external sources. The contractor shall provide insights to the Government on ways to optimize system performance.

C.5.4.7 MAINTAINING CONTENT AVAILABILITY

The contractor shall continually monitor functionality and availability of deployed content to ensure accurate and continual content availability to the users IAW the SOPs. The contractor shall provide the following support:

- a. **Content Management:** The contractor shall develop and maintain a Content Management Plan (**Section F.3, Deliverable 22**) and execute the Plan to ensure its availability where and when required. The contractor shall execute version control on all managed content to ensure that the latest version is provided to sponsors.
- b. **Monitoring and troubleshooting:** The contractor shall monitor content availability and functionality. The contractor shall troubleshoot identified issues, and resolve or escalate/report them IAW the Content Management Plan.
- c. **User Access:** The contractor shall ensure users are able to access content when required and IAW the Content Management Plan.

C.5.4.8 COURSEWARE/CONTENT TESTING

The contractor shall test externally developed Content and Courseware to ensure it functions within the production environment. The contractor shall provide the following support:

- a. **Courseware/Content Testing:** The contractor shall develop and maintain a Courseware/Content Testing Plan (**Section F.3, Deliverable 23**). In accordance with the Government-approved Course/Content Management Plan the contractor shall maintain a visible list of courses/content that are being tested at a location determined by the customer. The contractor shall execute the tests and report results IAW the Courseware/Content Testing Plan.
- b. **Queue Management:** The contractor shall maintain a prioritized list of courses/content to be validated and execute testing IAW the Government-approved list and in a timely manner.
- c. **Technical Review:** The contractor shall conduct technical review of courses/content and identify and provide recommendations for solving issues.

C.5.4.9 SOFTWARE SUPPORT ACTIVITIES

The contractor shall develop a COTS Product Management Plan and conduct software support activities IAW the Government-approved plan. Contractor-performed activities include evaluating/testing plugins, troubleshooting production courseware/content issues, and executing maintenance actions.

- a. **COTS Product Updates:** The contractor shall develop, maintain, and execute a COTS Product Management Plan. The contractor shall execute COTS product updates as they become available.
- b. **Plugin Testing and Evaluation:** The contractor shall continually monitor the availability of updates to plugins for the system baseline and correspondingly develop test plans for updates to the plugins, execute the tests, and report the results.
- c. **Courseware/Content Maintenance:** The contractor shall conduct troubleshooting of production courseware/content issues and identify potential resolutions and report to the appropriate organization for action. The contractor shall execute maintenance actions, conduct troubleshooting of system issues, identify potential resolutions, and execute maintenance actions.
- d. **Software Enhancements:** The contractor shall identify potential issues that would require software enhancements and/or upgrades. After Government approval the contractor shall develop and install the Software Enhancement Updates (**Section F.3, Deliverable 24**).

- e. **Cloud Access:** Ensure application access to the cloud as required by the sponsor.

C.5.5 TASK 5 - ENGINEERING SUPPORT

The contractor shall design, develop, integrate, test, and provide overall technical support for the system upgrades or for newly developed Distance Learning systems (**Section F.3, Deliverables 25**) and programs to include LMS and KMS to support the overall Distance Learning capability. The contractor shall provide necessary DoD acquisition process documentation to support the development of new systems or the upgrade and/or replacement of existing systems to meet mission and operational requirements. The contractor shall provide results of surveys, interviews, analysis, and associated technical data. Engineering support shall be provided in St. Inigoes, MD, other CONUS and OCONUS sites. The contractor shall synchronize its approach to systems engineering to be complementary to SCMS' documented systems engineering technical and management processes. Engineering activities up to and including coding and unit testing shall be performed in the contractor's development environment. The remaining engineering support is done with contractor assistance in the Government's staging and production environments. This may change over time as the Government moves to a DevOps paradigm and to cloud hosting. The contractor shall provide the following engineering support.

C.5.5.1 SYSTEMS ENGINEERING

The contractor shall develop a Systems Engineering Management Plan (**Section F.3, Deliverable 26**) and perform systems engineering IAW the Government-accepted plan. The contractor shall provide the following support:

- a. **Requirements Definition:** The contractor shall develop documentation covering operational, functional, testing, and logistics requirements for Distance Learning systems (**Section F.3, Deliverable 27**). The contractor shall conduct surveys, interviews, and process analysis at specified sites to determine and document existing baselines of Distance Learning systems and their adequacy to support current and future mission and operational requirements. The contractor shall develop a Requirements Traceability Matrix (**Section F.3, Deliverable 28**) for requirements.
- b. **Solution Definition:** The contractor shall conduct Technical Feasibility Studies (**Section F.3, Deliverable 29**) for identified Distance Learning requirements; to include, developing and documenting system designs and creating drawing packages, Master Equipment Lists (MELs), Test Plans and Security Plans.
- c. **Integration:** The contractor shall maintain inventory control of all systems and sub-systems and develop detailed System Integration SOPs and Work Instructions (**Section F.3, Deliverable 30**). The contractor shall identify security controls and conduct integration/assembly/hardening of Distance Learning systems. The contractor shall also develop and validate test procedures, test data, and conduct unit tests.

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- d. **Verification:** The contractor shall assist with Operational and User Acceptance tests. The contractor shall create Operational and User Test reports (**Section F.3, Deliverable 31**) for Government review and acceptance.
1. The contractor shall develop test plans, for Government review and acceptance that would at a minimum, be composed of sequential and increasingly sophisticated steps to ensure that test needs, limitations, resources, and all engineering aspects of the test are considered.
 2. The contractor shall assist the Government with acceptance testing to ensure that the installed system meets all functional, operational, and performance characteristics within the specification, and that it adheres to all identified standards. The contractor shall provide documentation to verify that the acceptance test plan provides complete coverage of all documented system requirements.
 3. The contractor shall provide independent and objective evaluation of test plans, procedures, results and data. The contractor shall identify and track deficiencies to closure and recommend corrective measures. The contractor shall take corrective action to resolve problems identified by the Government.
 4. The contractor shall plan for and conduct performance and integration testing of Distance Learning systems to identify defects and potential system limitations.
 5. The contractor shall document test results and identify problems and issues associated with the system. The contractor shall develop and provide Test Result Reports, Requirement Traceability Matrices, and other required testing documentation IAW System Plans.
- e. **Production/Sustainment:** The contractor shall provide Integrated Logistics Support (ILS) services for new and modified systems and subsystems and conduct user training and fielding activities. The contractor shall maintain/validate system configurations and respond to Process Engineering Change Proposals for correcting defects and improving Distance Learning systems. In support of production/sustainment the contractor shall perform the following:
1. The contractor shall develop or review ILS Strategies (**Section F.3, Deliverable 32**) for supporting Distance Learning systems requirements, documentation and schedules considering geographic area of deployment, equipment requirements, supportability, equipment/system interoperability, equipment/material availability, procurement lead-times, and inventory and stocking requirements.
 2. The contractor shall review support preparedness and readiness data for Distance Learning systems, identify deficit areas and develop Contingency Plans (**Section F.3, Deliverable 33**) to resolve deficiencies. The contractor shall identify the impact of proposed changes.

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3. The contractor shall provide ILS planning and analysis for new or modified Distance Learning systems/equipment.
 4. The contractor shall develop, review, analyze, and/or update services maintenance and repair concepts and plans, reliability plans and reports, operations and maintenance manuals, training manuals, instructor guides, trainee guides and classroom presentation material. The contractor shall provide recommendations for improvement.
 5. The contractor shall review and update logistics documentation to reflect changes and revisions in the Distance Learning systems.
 6. The contractor shall develop and maintain provisioning parts lists for spare and repair parts, support and test equipment, and support long lead items.
 7. The contractor shall identify Measures of Effectiveness and Performance (MOE/MOP) and document the performance of ILS activities in meeting readiness goals and objectives.
 8. The contractor shall conduct analysis of alternative studies to support predictions of system performance and operational impacts of various design alternatives.
 9. The contractor shall support, maintain, and utilize the Government's automated system for tracking maintenance actions to enable ILS activities.
- f. **Risk Management:** The contractor shall conduct technical risk management by identifying, documenting, and developing mitigation strategies for risks throughout the entire systems engineering process.
- g. **Configuration Documentation:** The contractor shall document the configuration of a system at distinct points in time for the purpose of systematically managing changes. The contractor shall maintain the integrity and traceability of the configuration throughout the system's life cycle.
- h. **Schedule Management:** The contractor shall develop and document Strategic Plans (**Section F.3, Deliverable 34**) for the implementation of Distance Learning systems, equipment and subsystems with distinctly defined near, mid, and long-term initiatives. The contractor shall maintain a list of a project's milestones with intended start and finish dates to include a work breakdown structure, an estimate of effort for each task, and a resource list with the availability for each resource. The contractor shall track deviations from the original schedules and develop and document transition plans for the reengineering, replacement, and/or phase out of legacy systems with new and state-of-the-art systems.
- i. **Technical Reviews:** The contractor shall provide technical support at designated Systems

Engineering Technical Reviews (SETR) with senior technical and programmatic Subject Matter Experts (SMEs)/Technical Area Experts to evaluate overall development, design maturity and associated risk as described in NAVAIR Instructions (NAVAIRINST) 4355.19E. The contractor shall attend technical meetings and program reviews with Government personnel and provide briefing materials, technical data and illustrations, engineering drawings, and minutes in support of these meetings.

C.5.5.2 CYBERSECURITY ENGINEERING

All personnel performing cyber security activities or accessing cybersecurity technology shall have a Secret clearance. The contractor shall provide the following support:

- a. **Process Development:** The contractor shall support operations by developing documentation and SOPs IAW applicable law and agency policy to maintain compliance for a complete defense in depth cybersecurity posture for Distance Learning systems.
- b. **Certification and Accreditation (C&A):** The contractor shall develop and document security requirements, plans, procedures and architectures. The contractor shall analyze-in-place and proposed systems' security postures and document and report results. The contractor shall identify and develop required cybersecurity artifacts to support C&A activities for both existing and proposed systems and work with the appropriate sponsor Designated Approving Authorities (DAA) to engineer IA compliance into the Distance Learning systems.

C.5.5.3 FACILITIES ENGINEERING

The contractor shall provide design support for the internal design and upgrade of space organization to accommodate items such as infrastructure and training capabilities. The facilities are used primarily to house Distance Learning systems and subsystems. These facilities may include Sensitive Compartmented Information Facilities (SCIF). The contractor shall provide the following facilities engineering support.

- a. **Analysis:** The contractor shall document or review existing facility requirements. The contractor shall evaluate the facility and its supporting structures' capability to meet operational and organizational requirements. The contractor shall conduct surveys at potential installation sites to determine and document architectural designs and conceptual architectural alternatives, design options, and operational assessments.
- b. **Site Surveys:** The contractor shall conduct or review facility site surveys. The contractor shall identify facility layouts, space considerations, cable plant layout, and structural considerations. The contractor shall also identify and review surveys in terms of available power as well as physical, environmental, and security constraints. The contractor shall identify the organization's POCs for supporting the facility design, upgrade, operations, and maintenance.

- c. **Design:** The contractor shall develop all required project facility supporting documentation including architectural plans, regulatory studies, and construction drawings (**Section F.3, Deliverable 35**).
- d. **Planning:** The contractor shall develop and document an implementation plan including a Plan of Action and Milestones (POA&M) for the facility modernization/upgrade (**Section F.3, Deliverable 36**).

C.5.5.4 SOFTWARE ENGINEERING

The contractor shall provide Software Engineering, for existing and new sponsors, by way of a disciplined DevOps based paradigm, integrating development/operations engineers and quality assurance throughout in the entire engineering lifecycle, from design, development and deployment processes to production support. The contractor shall provide services to define, code, debug and test software. The contractor shall perform development and automated unit/regression testing at its COCO development site. Once unit testing is complete the contractor shall pass the software to the Government to assist with two stage testing. The Government uses primarily spiral development; however, the Government is moving to Agile development. The contractor shall develop Systems/Software (**Section F.3, Deliverable 37**) using any one of spiral, waterfall, or Agile development methodologies depending on the sponsor.

As required, the contractor shall follow the guidance and mandatory elements of the current Software Process Improvement Initiative (SPII).

- a. **Software Development Plan:** The contractor shall document and execute a Software Development Plan (SDP) for software engineering activities according to an industry standard paradigm selected by the Government. Included within this SDP shall be interim program development reviews at each milestone, documentation of the proposed programming languages, the development environment and tools, and project-level software development processes. The contractor shall tailor the process to meet time/cost constraints and minimally support all of the following software engineering paradigms: Lean, Agile, Waterfall, Spiral, and Iterative.
- b. **Requirements Analysis:** The contractor shall identify and define the functional and performance requirements for each software component and document how the identified requirements satisfy the specific mission, goals, and objectives. The contractor shall conduct interviews with sponsors to collect and document requirements. Sponsors are primarily located in Quantico and Orlando, Florida. These are primarily functional requirements sponsors, end users, and personnel in program offices. The contractor shall analyze and refine sponsor-identified requirements. The contractor shall demonstrate understanding through the use of wireframes, use cases, and other artifacts. The contractor shall present findings to sponsors for validation.
- c. **Design:** The contractor shall document the software system specification and design

which shall include a detailed functional summary for each module, including all data inputs, screen formats for each input function, input data sources, processing requirements, interface requirements, data flow, and proposed programming languages. It shall include a description of the function and purpose of each module, accuracy and validity requirements, timing, flexibility, interfacing requirements and constraints, security requirements and output destination(s) and formats. The contractor shall document the database specification which shall include a design description of the organization of the database structure, field tables, storage requirements, and record linkages.

- d. **Coding:** The contractor shall develop, code, primarily in C++, C#.net, Javascript, SQL, Extensible Markup Language (XML), and PHP, and debug the required units, modules, and programs and create the database systems IAW the specifications. Models, simulation, and/or test tools shall be designed and used as appropriate for reliable code assessment and validation. The contractor shall incorporate state of the art tools and technologies in system solutions including Service Oriented Architectures (including web services), open source technologies, Portal Technologies, Reporting Services, XML, and Computer-aided Design (CAD), to ensure a stable and supportable application over the system life cycle. The contractor shall provide in-line commenting to support detailed code reviews with the Government as necessary.
- e. **Testing:** The contractor shall utilize automated tools and manual verification to conduct unit, functional, and integration testing of the required software units, modules and systems. The contractor shall document test results and report defects and defect rates. The contractor shall utilize defect reports to develop and socialize lessons learned and continually improve the quality of software developed. The contractor shall execute both targeted tests and complete regression tests as required by the Government.
- f. **Deployment:** The contractor shall demonstrate functional code to stakeholders. The contractor shall deploy code to various test and production environments. The contractor shall conduct installation, customization, testing, and a period of evaluation once the software systems code is appropriately tested and approved for release. The contractor shall deliver all documentation, development resources, source code, test results, and compiled executables to the Government.
- g. **Training:** The contractor shall provide subject matter expertise for the development of training materials for users and administrators for code developed.

C.5.5.5 NETWORK ENGINEERING

The contractor shall conduct network architecture development and analysis in support of new Distance Learning systems and updates to existing Distance Learning systems. The contractor shall diagnose and resolve complex network issues and support the entire engineering lifecycle and system accreditation process. The Government is preparing to migrate MarineNet 6.0 to the cloud and is currently performing technical refreshes.

- a. **Architecture Analysis and Development:** The contractor shall conduct analysis of current architecture models and compare these to new models, technologies, industry standards, and security measures. The contractor shall conduct analysis to ensure new architecture models support expected performance and functionality for Distance Learning systems. The contractor shall develop new Architecture Designs (**Section F.3, Deliverable 38**).
- b. **Complex Network Issue Resolution:** The contractor shall evaluate, troubleshoot, and develop a roadmap for resolution of complex networking issues. The contractor shall work with internal program staff and external agencies to evaluate issues, coordinate testing, and validate resolutions. The contractor shall also develop resolutions to complex network issues.

C.5.5.6 ITIL PROCESS ENGINEERING

The contractor shall conduct ITIL-based assessments of each sponsor organization as requested. The contractor shall document and assess the as-is state of the organization and its processes and identify gaps in documentation. The contractor shall identify opportunities to improve or streamline processes. The contractor shall deploy technology to automate processes where possible and provide the following support:

- a. **Capture:** The contractor shall conduct a thorough ITIL based assessment of an organization, identify and interview all stakeholders and gather their roles and responsibilities. The contractor shall identify, document, and deliver all existing processes.
- b. **Analysis:** The contractor shall identify processes to be standardized and re-engineered and identify gaps or missing processes critical to the organization's success. The contractor shall work with stakeholders to document any missing processes and identify and propose opportunities to improve or streamline processes.
- c. **Automation:** The contractor shall deploy various COTS/Government Off-the-shelf (GOTS)/Custom systems, tools and techniques to automate processes.

C.5.5.7 KNOWLEDGE MANAGEMENT (KM)

The contractor shall develop a comprehensive a KM Strategy (**Section F.3, Deliverable 39**) to support the organization's knowledge dominance and facilitate decision superiority. The contractor shall ensure standardized implementation and effective and efficient development and maturation of knowledge sharing processes in a collaborative environment for each user. Based on the sponsor's particular requirements, the contractor shall move from this phase to KM development, implementation, and then into operational sustainment.

- a. **Knowledge Capture:** The contractor shall develop automated and manual strategies and techniques to capture individual and organizational knowledge.

- b. **Knowledge Analysis:** The contractor shall conduct analysis of an organization's knowledge and develop strategies to organize, sort, categorize and conceptualize knowledge as well as identify gaps in an organization's knowledge.
- c. **Knowledge Sharing:** The contractor shall develop knowledge sharing strategies and techniques for an organization and deploy various COTS/GOTS/Custom systems, tools and techniques to facilitate knowledge sharing and transfer such as knowledge repositories, expert systems, decision support systems, portals, content management systems, and document management systems.
- d. **KM Change Management Plan:** The contractor shall develop and execute a plan to manage changes to captured knowledge.

C.5.5.8 TRAINING DEVELOPMENT

The contractor shall work with clients, SME, and Instructional Designers (ID) to produce various types of distance education and training content. The Government estimates requiring the development of four, one-hour courses the first year of the TO and nine 1-hour courses for each of the optional years. The courses shall be provided at Interactive Multimedia Instruction (IMI) Level 3.

- a. **Planning:** The contractor shall prepare and update training plans, course materials, performance aids and materials for required system training. This includes COTS applications and Distance Learning system unique training. The contractor shall define course curriculum, and develop Course Material and References (**Section F.3, Deliverable 40**).
- b. **Instructor Led:** The contractor shall provide instructor-led training for new or upgraded Distance Learning systems or sub-systems.
- c. **IMI Course:** The contractor shall produce high quality IMI courseware according to the xAPI/Shareable Content Reference Model (SCORM) standards.
- d. **Audio/Video:** The contractor shall produce professional training and education audio/videos and provide pre-production, production and post production and deployment support including producers, screen-writers, directors, cameramen, sound engineers, graphic artists, editors and associated equipment/software.
 - 1. **Pre-Production:** The contractor shall coordinate with the client, SMEs and IDs to develop a concept and set of learning objectives for the audio/video. The contractor shall develop an outline, script and storyboard for the audio/video and validate accuracy with the client and SMEs. The contractor shall identify all production assets and develop a production schedule.
 - 2. **Production:** The contractor shall create production assets such as video, graphics,

animations, video effects, audio, music, and sound effects.

3. **Post Production:** The contractor shall combine production assets and edit audio/video productions and provide previews to the sponsor, SMEs and IDs for approval or additional editing.
4. **Deployment:** The contractor shall deliver all production assets and final versions in the Government identified format appropriate for Distance Learning systems.

Training content development would normally fall into three categories, course development, content development, and training vignettes. Examples are below:

- e. **Course Development:** The contractor shall develop level 1-3 IMI training that is compliant with the applicable standards (example: SCORM 2004, xAPI). The contractor shall collaborate with sponsor-provided SMEs and document course learning objectives, content, structure, and evaluation criteria. The contractor shall produce appropriate audio, video, and interactive content and conduct the Software Engineering activities to develop a course.
- f. **Curriculum Development:** The contractor shall develop a series of computer-based training courses (**Section F.3, Deliverable 41**) compliant with the xAPI standards. The contractor shall collaborate with the sponsor-provided SMEs and document course learning objectives, content, structure, and evaluation criteria. The contractor shall produce appropriate audio, video, interactive content and conduct the Software Engineering activities to develop each course.
- g. **Training Vignette:** The contractor shall collaborate with sponsor SMEs and develop a short video vignette to demonstrate a skill. The contractor shall document learning objectives, develop story boards and collaborate with SME Actors and then produce and edit the video.

C.5.5.9 EMERGING TECHNOLOGY

The contractor shall provide engineering support to perform research on and experiment with emerging technologies for Distance Learning in order to identify current system trends, and conduct performance analysis coupled with database, software, and network architecture exploration to augment current capabilities and ensure future functionality. The emphasis shall be placed on emerging technologies directly and indirectly related to DL systems and subsystems. The contractor shall test scenarios and hardware/software on the Government's test system.

- a. **Technology Analysis:** The contractor shall conduct product and technology analysis to identify, review and compare new and emerging technologies as suitable solutions for incorporation into Distance Learning architectures, hardware and software. The contractor shall conduct market studies to assess the readiness of the technology and risk

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factors including technical maturity and/or available products, financial stability of potential vendors and the effects of inserting emerging technologies into Distance Learning projects.

- b. **System Analysis:** The contractor shall evaluate new and emerging technologies for suitability by conducting analysis of current system and user activities and existing network/database/software architectures.
- c. **Design:** The contractor shall design system architectures to integrate new and emerging technologies into new or existing Distance Learning systems and use modeling and simulation and prototyping to support and validate design decisions.
- d. **Technical Reviews:** The contractor shall attend project reviews, technical reviews and technical meetings to research or discuss new and emerging technologies

C.5.6 TASK 6 – ADDITIONAL AS-NEEDED SUPPORT

In support of the current sponsor, i.e. MCDL and new sponsors, operational and engineering enhancements, similar to the requirements of Task Areas 4 and 5 above, will be required that were not anticipated at the time of TOA. The contractor shall support these requirements as they occur without loss of sustainment performance. In addition, the Government intends to make various architectural modifications and additions over the life of the Task Order. Examples are moving to the cloud with a blue/green testing/development environment within the first 18 months of the TO and performing Technical Refreshes for sponsor environments.

SECTION D - PACKAGING AND MARKING

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SECTION E - INSPECTION AND ACCEPTANCE

E.1 PLACE OF INSPECTION AND ACCEPTANCE

Inspection and acceptance of all work performance, reports, and other deliverables under this TO shall be performed by the TPOC(s) and by the CO-appointed FEDSIM Contracting Officer's Representative (COR).

E.2 SCOPE OF INSPECTION

All deliverables will be inspected for content, completeness, accuracy, and conformance to TO requirements by the FEDSIM COR. Inspection may include validation of information or software through the use of automated tools, testing, or inspections of the deliverables, as specified in the TO. The scope and nature of this inspection will be sufficiently comprehensive to ensure the completeness, quality, and adequacy of all deliverables.

The Government requires a period NTE 15 workdays after receipt of final deliverable items for inspection and acceptance or rejection.

E.3 BASIS OF ACCEPTANCE

The basis for acceptance shall be compliance with the requirements set forth in the TO, the contractor's proposal, and relevant terms and conditions of the contract. Deliverable items rejected shall be corrected in accordance with the applicable clauses.

For IT development, the final acceptance will occur when all discrepancies, errors, or other deficiencies identified in writing by the Government have been resolved, through documentation updates, program correction, or other mutually agreeable methods.

Reports, documents, and narrative-type deliverables will be accepted when all discrepancies, errors, or other deficiencies identified in writing by the Government have been corrected.

If the draft deliverable is adequate, the Government may accept the draft and provide comments for incorporation into the final version.

All of the Government's comments on deliverables must either be incorporated in the succeeding version of the deliverable, or the contractor must explain to the Government's satisfaction why such comments should not be incorporated.

If the Government finds that a draft or final deliverable contains spelling errors, grammatical errors, or improper format, or otherwise does not conform to the requirements stated within this TO, the document may be immediately rejected without further review and returned to the contractor for correction and resubmission. If the contractor requires additional Government guidance to produce an acceptable draft, the contractor shall arrange a meeting with the FEDSIM COR.

E.4 DRAFT DELIVERABLES

The Government will provide written acceptance, comments, and/or change requests, if any, within 15 workdays (unless specified otherwise in Section F) from Government receipt of the draft deliverable. Upon receipt of the Government comments, the contractor shall have ten workdays to incorporate the Government's comments and/or change requests and to resubmit the deliverable in its final form.

SECTION E - INSPECTION AND ACCEPTANCE

E.5 WRITTEN ACCEPTANCE/REJECTION BY THE GOVERNMENT

The CO/COR will provide written notification of acceptance or rejection (Section J, Attachment J) of all final deliverables within 15 workdays (unless specified otherwise in Section F). All notifications of rejection will be accompanied with an explanation of the specific deficiencies causing the rejection.

E.6 NON-CONFORMING PRODUCTS OR SERVICES

Non-conforming products or services will be rejected. Deficiencies will be corrected, by the contractor, within ten workdays of the rejection notice. If the deficiencies cannot be corrected within ten workdays, the contractor shall immediately notify the FEDSIM COR of the reason for the delay and provide a proposed corrective action plan within ten workdays.

If the contractor does not provide products or services that conform to the requirements of this TO, the Government will document the issues associated with the non-conforming products or services in the award fee determination report, and there will be an associated reduction in the award fee earned.

F.1 PERIOD OF PERFORMANCE

The period of performance for this TO is a one-year base period and four, one-year Option Periods as follows:

- Base Period: June 20, 2017 to June 19, 2018
 - CLINs 0006 – 0010 shall be exercised on or before June 18, 2018
- Option Period 1: June 20, 2018 to June 19, 2019
 - CLINs 1006 – 1010 shall be exercised on or before June 19, 2019
- Option Period 2: June 20, 2019 to June 19, 2020
 - CLINs 2006 – 2010 shall be exercised on or before June 19, 2020
- Option Period 3: June 20, 2020 to June 19, 2021
 - CLINs 3006 – 3010 shall be exercised on or before June 19, 2021
- Option Period 4: June 20, 2021 to June 19, 2022
 - CLINs 4006 – 4010 shall be exercised on or before June 19, 2022

F.2 PLACE OF PERFORMANCE

Places of Performance are:

- a. Webster Field - primary place of performance on a Government-site.
- b. Contractor facility.

Occasional long-distance travel is anticipated in support of this TO.

Additional locations will be considered TDY stations, and include CONUS and OCONUS locations. TDY locations include, but are not limited to:

- a. Japan
- b. Spain
- c. Italy
- d. Germany
- e. Bahrain
- f. Portugal
- g. Belgium

F.3 TASK ORDER SCHEDULE AND MILESTONE DATES

The following schedule of milestones will be used by the FEDSIM Contracting Officer's Representative (COR) to monitor timely progress under this TO.

SECTION F – DELIVERABLES OR PERFORMANCE

The following abbreviations are used in this schedule:

NLT: No Later Than

IAW: In Accordance With

TOA: Task Order Award

All references to days: Calendar days unless otherwise specified

Deliverables are due the next Government workday if the due date falls on a holiday or weekend.

The contractor shall deliver the deliverables listed in the following table:

DEL. #	MILESTONE/ DELIVERABLE	PWS REF.	DATE OF COMPLETION/ DELIVERY	GOV'T RIGHTS
	Project Start (PS)		At TOA	N/A
01	Kick-off Meeting	5.1.2	TOA + 5 days	N/A
02	Kick off Agenda	5.1.2	3 days before kick-off	N/A
03	Kick-off Meeting Minutes	5.1.2	5 days after meeting	N/A
04	Monthly Status Report (MSR)	5.1.3	10th of the month	Unlimited IAW 52.227-15
05	Technical Meetings	5.1.5	IAW PMP and as required	Unlimited IAW 52.227-15
06	Draft Project Management Plan (PMP)	5.1.6	Supplied for the Kick-off Meeting (Deliverable 01)	Unlimited IAW 52.227-15
07	Final PMP	5.1.6	Within 10 days of Government comments	Unlimited IAW 52.227-15
08	PMP Updates	5.1.7	IAW PMP	Unlimited IAW 52.227-15
09	Trip Reports	5.1.8	7 days after a trip	Unlimited IAW 52.227-15

SECTION F – DELIVERABLES OR PERFORMANCE

10	Final Baseline QCP	5.1.9	TOA + 30 days	Unlimited IAW 52.227-15
11	QCP Updates	5.1.9	IAW the PMP and as required	Unlimited IAW 52.227-15
12	Transition-in Plan	5.2	NLT TOA + 5 days	Unlimited IAW 52.227-15
13	Transition-out Plan	5.3	PS + 6 months	Unlimited IAW 52.227-15
14	Transition-out Plan Updates	5.3	IAW PMP	Unlimited IAW 52.227-15
15	Configuration Mgt. Plan	5.4.1	IAW DLS Planning	Unlimited IAW 52.227-15
16	Security Programs	5.4.2	IAW DLS Planning	Unlimited IAW 52.227-15
17	Vulnerability Mitigation Strategies	5.4.2	IAW DLS Planning	Unlimited IAW 52.227-15
18	Service Catalogs	5.4.3	IAW DLS Planning	Unlimited IAW 52.227-15
19	Sparing Plan	5.4.4	IAW PMP	Unlimited IAW 52.227-15
20	System Maintenance Plan	5.4.5	IAW DLS Planning	Unlimited IAW 52.227-15
21	Live Dashboards & Data Visualization Methods	5.4.6	IAW PMP	Unlimited IAW 52.227-15
22	Content Mgt. Plan	5.4.7	IAW PMP	Unlimited IAW 52.227-15
23	Courseware/Content Testing Plan	5.4.8	IAW PMP	Unlimited IAW 52.227-15
24	Software Enhancement Updates	5.4.9	IAW PMP	Unlimited IAW 52.227-15
25	Distance Learning Systems	5.5	IAW PMP	Unlimited IAW 52.227-15

SECTION F – DELIVERABLES OR PERFORMANCE

26	Systems Engineering Mgt. Plan	5.5.1	IAW PMP	Unlimited IAW 52.227-15
27	Requirements Definition Documentation	5.5.1	IAW DLS Planning	Unlimited IAW 52.227-15
28	Requirements Traceability Matrix	5.5.1	IAW DLS Planning	Unlimited IAW 52.227-15
29	Technical Feasibility Studies	5.5.1	IAW Software Development Plans	Unlimited IAW 52.227-15
30	System Integration SOPs and Instructions	5.5.1	IAW DLS Planning	Unlimited IAW 52.227-15
31	Operational and User Test reports	5.5.1	IAW Software Development Plans	Unlimited IAW 52.227-15
32	ILS Strategies	5.5.1	IAW DLS Planning	Unlimited IAW 52.227-15
33	Contingency Plans	5.5.1	IAW DLS Planning	Unlimited IAW 52.227-15
34	Strategic Plans	5.5.1	IAW DLS Planning	Unlimited IAW 52.227-15
35	Project Facility Documentation	5.5.3	IAW DLS Planning	Unlimited IAW 52.227-15
36	POA&M	5.5.3	IAW DLS Planning	Unlimited IAW 52.227-13
37	System/Software	5.5.4	IAW DLS Planning	Unlimited IAW 52.227-15
38	Architectural Designs	5.5.5	IAW DLS Planning	Unlimited IAW 52.227-15
39	Knowledge Mgt. Strategy	5.5.7	IAW DLS Planning	Unlimited IAW 52.227-15
40	Course Material and Documentation	5.5.8	IAW DLS Planning	Unlimited IAW 52.227-15
41	Computer-based	5.5.8	IAW DLS Planning	Unlimited IAW

SECTION F – DELIVERABLES OR PERFORMANCE

	Training Courses			52.227-15
42	Copy of TO (initial award and all modifications)	6.1	10 days from TOA	Unlimited IAW 52.227-15
43	PRS Project Kick-Off Meeting		-As requested by the Government -After Receipt of a Project Request	Unlimited IAW 52.227-15
44	PRS Project Kick-Off Agenda		-As requested by the Government -Three workdays before the meeting	Unlimited IAW 52.227-15
45	PRS Project Kick-Off Meeting Minutes		-As requested by the Government -Three workdays after the meeting	Unlimited IAW 52.227-15
46	PRS Draft Project Plan		-As requested by the Government -At the Project Kick-Off Meeting	Unlimited IAW 52.227-15
47	PRS Final Project Plan		-As requested by the Government -In Accordance with Section E	Unlimited IAW 52.227-15
48	PRS Project Plan Updates		-As requested by the Government -Within five workdays of changing events	Unlimited IAW 52.227-15

The contractor shall mark all deliverables listed in the above table to indicate authorship by contractor (i.e., non-Government) personnel; provided, however, that no deliverable shall contain any proprietary markings inconsistent with the Government's data rights set forth in this TO. The Government reserves the right to treat non-conforming markings in accordance with subparagraphs (e) and (f) of the FAR clause at 52.227-14.

F.4 PUBLIC RELEASE OF CONTRACT DOCUMENTS REQUIREMENT

The contractor agrees to submit, within ten workdays from the date of the Contracting Officer's (CO's) execution of the initial TO, or any modification to the TO (exclusive of Saturdays, Sundays, and Federal holidays), a portable document format (PDF) file of the fully executed

SECTION F – DELIVERABLES OR PERFORMANCE

document with all proposed necessary redactions, including redactions of any trade secrets or any commercial or financial information that it believes to be privileged or confidential business information, for the purpose of public disclosure at the sole discretion of GSA. The contractor agrees to provide a detailed written statement specifying the basis for each of its proposed redactions, including the applicable exemption under the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and, in the case of FOIA Exemption 4, 5 U.S.C. § 552(b)(4), shall demonstrate why the information is considered to be a trade secret or commercial or financial information that is privileged or confidential. Information provided by the contractor in response to the contract requirement may itself be subject to disclosure under the FOIA. Submission of the proposed redactions constitutes concurrence of release under FOIA.

GSA will carefully consider all of the contractor's proposed redactions and associated grounds for nondisclosure prior to making a final determination as to what information in such executed documents may be properly withheld.

F.5 DELIVERABLES MEDIA

The contractor shall deliver all electronic versions by email or as requested in the task order's deliverable repository. Electronic media and hardcopies, will be used when requested.. The following are the required electronic formats, whose versions must be compatible with the latest, commonly available version on the market.

- | | |
|-----------------|-----------------------------------|
| a. Text | MS Word, Google Docs, PDF |
| b. Spreadsheets | MS Excel, Google Sheets |
| c. Briefings | MS PowerPoint, Google Slides, PDF |
| d. Drawings | MS Visio, Google Drawings |
| e. Schedules | MS Project, Smartsheet |

F.6 PLACE(S) OF DELIVERY

Requested copies of deliverables shall be delivered to the FEDSIM COR and NAWCAD SCMS TPOC at the following addresses:

GSA FAS AAS FEDSIM
ATTN: Marco Rufolo-Roger, COR
1800 F Street, NW
Suite 3100 (QF0B)
Washington, D.C. 20405
Telephone: (202) 341-1572
Email: marco.rufolo-roger@gsa.gov

NAWCAD SCMS, AIR 4.11.4
ATTN: Mr. Douglas Shuman, SCMS TPOC
Building 8185, Unit 11,
17100 Webster Field Road,
St. Inigoes, MD 20684-4009
Telephone: (301) 995-8897
Email: douglas.shuman@navy.mil

F.7 NOTICE REGARDING LATE DELIVERY/PROBLEM NOTIFICATION REPORT (PNR)

The contractor shall notify the FEDSIM COR via a Problem Notification Report (PNR) (FON Attachment J) as soon as it becomes apparent to the contractor that a scheduled delivery will be late. The contractor shall include in the PNR the rationale for late delivery, the expected date for the delivery, and the project impact of the late delivery. The FEDSIM COR will review the new schedule and provide guidance to the contractor. Such notification in no way limits any Government contractual rights or remedies including, but not limited to, termination.

F.8 EXTENDED WORK HOURS

The contractor may be required to provide labor hours in excess of 40 hours per week to support Learning Management Systems and Knowledge Management Systems support. Extended Hours may include holiday(s), weekends, and/or during irregular times and shifts based upon operations and exercises which may require support up to 24 hours per day, seven days per week (24/7) during deployments, contingency operations, hostilities, warm national emergencies, and other unusual critical operations. Any services that extends beyond the contractor work period/pay period is considered extended and shall not result in additional cost, as reflected in the contractor's uncompensated overtime policy, Attachment HH.

G.1 CONTRACTING OFFICER’S REPRESENTATIVE (COR)

The FEDSIM CO appointed a FEDSIM COR in writing through a COR Appointment Letter (Section J, Attachment A). The FEDSIM COR will receive, for the Government, all work called for by the TO and will represent the FEDSIM CO in the technical phases of the work. The FEDSIM COR will provide no supervisory or instructional assistance to contractor personnel.

The FEDSIM COR is not authorized to change any of the terms and conditions, scope, schedule, and price of the Contract or the TO. Changes in the scope of work will be made only by the FEDSIM CO by properly executed modifications to the Contract or the TO.

G.1.1 CONTRACT ADMINISTRATION

Contracting Officer:

Patricia Stephens
GSA FAS AAS FEDSIM
1800 F Street, NW
Suite 3100 (QF0B)
Washington, D.C. 20405
Telephone: (202) 230-6389
Email: patricia.stephens@gsa.gov

Contracting Officer’s Representative:

Marco Rufolo-Roger GSA FAS AAS FEDSIM
1800 F Street, NW
Suite 3100 (QF0B)
Washington, D.C. 20405
Telephone: (202) 969-7405
Email: marco.rufolo-roger@gsa.gov

NAWCAD SCMS Technical Point of Contact (TPOC):

Mr. Douglas Shuman, SCMS TPOC
Building 8185, Unit 11,
17100 Webster Field Road,
St. Inigoes, MD 20684-4009
Telephone: (301) 995-8897
Email: douglas.shuman@navy.mil

NAWCAD SCMS Alternate Technical Point of Contact (ATPOC):

Mr. Richard Stoner, SCMS ATPOC
Building 8185, Unit 11,
17100 Webster Field Road,
St. Inigoes, MD 20684-4009
Telephone: (301)-995-8597
Email: Richard.stoner@navy.mil

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NAVAIR 7.2 Technical Point of Contact (TPOC):

Mr. Steve Mekus, NAVAIR 7.2 TPOC
47762 Ranch Road
Patuxent River, MD 20670
Telephone: (301) 757-7797
Email: steven.mekus@navy.mil

PMA-265 Technical Point of Contact (TPOC):

Mr. Brent Richardson, PMA-265 TPOC
Lieutenant Colonel
Naval Air Systems Command HQ
BLDG 2272, 47123 Buse Rd.
Patuxent River, MD 20670-1547
Telephone: (301) 995-7384
Email: brent.w.richardson@navy.mil

DHS MS-TC Technical Point of Contact (TPOC):

Mr. Syed Mohammad, DHS MS-TC TPOC
Ph.D.
DHS Science and Technology Directorate
245 Murray Ln SW, Washington,
DC 20528
Telephone: (202) 254-5664
Email: syed.mohammad@hq.dhs.gov

MCTSSA Technical Point of Contact (TPOC):

Steven D. Harvey, MCTSSA TPOC
Major, USMC; Director, Innovation Center
MCTSSA, Innovation Center
Box 55171,
Camp Pendleton CA, 92055-5171
Telephone: (760)725-1660
Email: steven.harvey@usmc.mil

MCTSSA Alternate Technical Point of Contact (ATPOC):

Ryan P. Keller, MCTSSA ATPOC
Major, USMC; Team Lead
MCTSSA, Tactical AI Cell
Box 55171,
Camp Pendleton CA, 92055-5171
Telephone: (607)287-9868
Email: ryan.p.keller@usmc.mil

MCTSSA Alternate Technical Point of Contact (ATPOC):

Task Order Request GSQ0017AJ0003
MOD PS22

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Mr. Benjamin Brida, MCTSSA ATPOC
Captain, USMC
MCTSSA, Tactical AI Cell, OIC
Box 55171,
Camp Pendleton CA, 92055-5171
Telephone: (760) 725-2338
Email: Benjamin.Brida@usmc.mil

NIPO-01B Technical Point of Contact (TPOC):

Ms. Pamela Voelling, NIPO-01B TPOC
Deputy Director, Technology Security & Cooperative Programs
Navy International Programs Office
1250 10th St. SE
Washington Navy Yard, DC 20374
Telephone: (202) 433-6013
Email: pamela.voelling@navy.mil

G.2 INVOICE SUBMISSION

The contractor shall submit Requests for Payments in accordance with the format contained in General Services Administration Acquisition Manual (GSAM) 552.232-25, PROMPT PAYMENT (NOV 2009), to be considered proper for payment. In addition, the following data elements shall be included on each invoice:

Task Order Number: (from GSA Form 300, Block 2)
Paying Number: (ACT/DAC NO.) (From GSA Form 300, Block 4)
FEDSIM Project Number: 2017002NA
Project Title: NAWCAD SCMS Distance Learning Support

The contractor shall submit invoices as follows:

The contractor shall utilize FEDSIM's electronic Assisted Services Shared Information SysTem (ASSIST) to submit invoices. The contractor shall manually enter CLIN charges into Central Invoice Services (CIS) in the ASSIST Portal. Summary charges on invoices shall match the charges listed in CIS for all CLINs. The contractor shall submit invoices electronically by logging onto the following link (requires Internet Explorer to access the link);

<https://portal.fas.gsa.gov>

Log in using your assigned ID and password, navigate to the order against which you want to invoice, click the Invoices and Acceptance Reports link in the left navigator, and then click the Create New Invoice button. By utilizing this method, no paper copy of the invoice shall be submitted to GSA FEDSIM or the GSA Finance Center. The contractor shall provide invoice backup data, as an attachment to the invoice, in accordance with the contract type, including detail such as labor categories, rates, and quantities of labor hours per labor category. The FEDSIM COR may require the contractor to submit a written "hardcopy" invoice with the

SECTION G – CONTRACT ADMINISTRATION DATA

client's certification prior to invoice payment. A paper copy of the invoice is required for a credit.

The contractor is certifying, by submission of an invoice in the CIS, that the invoice is correct and proper for payment.

If there are any issues submitting an invoice, contact the Assisted Acquisition Services Business Systems (AASBS) Help Desk for support at 877-472-4877 (toll free) or by email at AASBS.helpdesk@gsa.gov

G.3 INVOICE REQUIREMENTS

The contractor shall submit draft copies of the invoice to GSA. Receipts are provided on an as requested basis.

The final invoice is desired to be submitted within six months of project completion. Upon project completion, the contractor shall provide a final invoice status update monthly.

Regardless of contract type, the contractor shall report the following metadata:

- a. GWAC Contract Number
- b. Task Order Award Number (NOT the Solicitation Number).
- c. Contractor Invoice Number.
- d. Contractor Name.
- e. Point of Contact Information.
- f. Current period of performance.
- g. Amount of invoice that was subcontracted.

The amount of invoice that was subcontracted to a small business shall be made available upon request.

G.3.1 COST-PLUS-AWARD-FEE (CPAF) CLINs (for LABOR)

The contractor may invoice monthly on the basis of cost incurred for the CPAF CLINs. The invoice shall include the period of performance covered by the invoice (all current charges shall be within the active period of performance) and the CLIN number and title. All hours and costs shall be reported by CLIN element (as shown in Section B), by contractor employee, and shall be provided for the current billing month and in total from project inception to date. The contractor shall provide the invoice data in spreadsheet form with the following detailed information. The listing shall include separate columns and totals for the current invoice period and the project to date.

- a. Employee name (current and past employees).
- b. Employee company.
- c. Exempt or non-exempt designation.

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- d. Employee Alliant labor category.
- e. Current Monthly and total cumulative hours worked.
- f. Direct Labor Rate.
- g. Effective hourly rate (e.g., cumulative costs/cumulative hours).
- h. Current approved billing rate percentages in support of costs billed.
- i. Itemization of cost centers applied to each individual invoiced.
- j. Itemized breakout of indirect costs (e.g., Fringe, Overhead, (OH), General and Administrative (G&A) burdened costs for each individual invoiced (rollups are unacceptable)).
- k. Any cost incurred not billed by CLIN (e.g., lagging costs).
- l. Labor adjustments from any previous months (e.g., timesheet corrections).
- m. Provide comments for deviation outside of 10%.

All cost presentations provided by the contractor in Excel shall show indirect charges itemized by individual with corresponding indirect rates with cost center information. The invoice detail shall be organized by CLIN.

The contractor may invoice for fee after accepting the modification which includes the award fee determination and any corresponding deobligation of unearned fee. See the AFDP in Section J, Attachment H for additional information on the award fee determination process.

G.3.2 TOOLS AND OTHER DIRECT COSTS (ODCs)

The contractor may invoice monthly on the basis of cost incurred for the Tools and ODC CLINs. The invoice shall include the period of performance covered by the invoice and the CLIN number and title. In addition, the contractor shall provide the following detailed information for each invoice submitted, as applicable. Spreadsheet submissions are required.

- a. Tools and/or ODCs purchased
- b. Request to Initiate Purchase (RIP) or Consent to Purchase (CTP) number or identifier
- c. Date accepted by the Government
- d. Associated CLIN
- e. Project-to-date totals by CLIN
- f. Cost incurred not billed

All cost presentations provided by the contractor shall also include OH, G&A charges and Fee in accordance with the contractor's Defense Contract Audit Agency (DCAA) cost disclosure statement.

G.3.3 TRAVEL

5 CFR 330.604(e) states "Local commuting area means the geographic area that usually constitutes one area for employment purposes as determined by the agency. It includes any population center (or two or more neighboring ones) and the surrounding localities in which

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people live and can reasonably be expected to travel back and forth daily to their usual employment.” There is no longer a standard mileage used for long distance travel. The 50 mile rule has been removed from the FTR. Use over 50 miles to define long distance travel unless changed by the CO.

Contractor costs for travel will be reimbursed at the limits set in the following regulations (see FAR 31.205-46):

- a. Federal Travel Regulation (FTR) – prescribed by the GSA, for travel in the contiguous United States (U.S.).
- b. Joint Travel Regulations (JTR) Volume 2, Department of Defense (DoD) Civilian Personnel, Appendix A – prescribed by the DoD, for travel in Alaska, Hawaii and outlying areas of the U.S.
- c. Department of State Standardized Regulations (DSSR) (Government Civilians, Foreign Areas), Section 925, "Maximum Travel Per Diem Allowances for Foreign Areas" - prescribed by the Department of State, for travel in areas not covered in the FTR or JTR.

The contractor may invoice monthly on the basis of cost incurred for cost of travel comparable with the JTR/FTR/DSSR. The invoice shall include the period of performance covered by the invoice, the CLIN number and title. Separate worksheets, in MS Excel format, shall be submitted for travel.

CLIN Total Travel: This invoice information shall identify all cumulative travel costs billed by CLIN. The current invoice period’s travel details shall include separate columns and totals and include the following:

- a. Travel Authorization Request number or identifier, approver name, and approval date
- b. Current invoice period
- c. Names of persons traveling
- d. Number of travel days
- e. Dates of travel
- f. Number of days per diem charged
- g. Per diem rate used
- h. Total per diem charged
- i. Transportation costs
- j. Total charges
- k. Explanation of variances exceeding 10 percent of the approved versus actual costs
- l. Indirect handling rate

All cost presentations provided by the contractor shall also include include OH charges and G&A charges in accordance with the contractor’s DCAA cost disclosure statement.

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G.4 TASK ORDER (TO) CLOSEOUT

The Government will unilaterally close out the TO no later than six years after the end of the TO period of performance if the contractor does not provide final DCAA rates by that time.

H.1 KEY PERSONNEL

The following are the minimum personnel who shall be designated as “Key.” The Government does not intend to dictate the composition of the ideal team to perform this TO.

- a. Project Manager (PM)
- b. Senior Software Engineer
- c. Senior Network Engineer
- d. Senior Technical Director
- e. Quality Assurance/Performance Management Lead

The Government desires that Key Personnel be assigned for the duration of the TO.

H.1.1 PROJECT MANAGER

The PM shall be responsible for the daily management and control over various projects and supporting initiatives undertaken as part of the NAWCAD SCMS DLS program. The Project Manager shall be responsible for ensuring the Government’s priorities and requirements are reflected and supported in all projects and initiatives undertaken by the NAWCAD SCMS DLS program.

It is required that the PM has the following qualifications:

- a. Project Management Professional (PMP) certification or equivalent.

It is desirable that the PM has the following qualifications as a Project Manager:

- a. Master’s degree within a field similar to the scope of this requirement, i.e. computer science, computer engineering, systems engineering, or business administration.
- b. Experience managing operations, development, and training content development requirements of similar size and scope to those identified in the task order to include content development and maintenance projects for training programs.
- c. Certificate of ITIL Expert Qualification.
- d. Experience leading organizations with infrastructure similar to that of the PWS in migrations to the cloud.
- e. Experience leading teams to meet requirements similar to those of the requirements of the PWS to include rapidly expanding its team to meet customer requirements.

H.1.2 SENIOR SOFTWARE ENGINEER

The Senior Software Engineer shall be responsible for leading and directing a team of software engineers providing operations and maintenance support to SCMS’ currently deployed suite of DLS/LMS/KMS software. The Senior Software Engineer shall also be responsible for providing direction to the teams responsible for researching, testing, building and integrating new products or major enhancements based on requirements generated from NAWCAD SCMS or their client agencies.

It is required that the Senior Software Engineer has the following qualifications:

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- a. Certified Secure Software Lifecycle Professional (CSSLP) from (ISC)².
- b. Experience developing software on Agile Development projects consisting of at least two teams of five to 10 members each.
- c. Experience leading software development efforts of similar size to those identified in the requirements of the PWS.
- d. Agile Certified Practitioner or similar.
- e. At least two years total experience developing systems code using C++, C#, Java, and JavaScript.

It is desirable that the Senior Software Engineer has the following qualifications:

- a. Bachelor's Degree within a field similar to the scope of this requirement, i.e. Computer Science Computer Engineering, Computer Information Systems.
- b. Experience developing applications for deployment to the Amazon Web Service (AWS).

H.1.3 SENIOR NETWORK ENGINEER

The Senior Network Engineer shall be responsible for the operation and maintenance of the current SCMS DLS network, including monitoring and responding to hardware, software and network problems. In addition, the Senior Network Engineer will assist SCMS and their clients with the design, development, and implementation of new networks or improvements to the current network.

It is required that the Senior Network Engineer has the following qualifications:

- a. Certified Information Systems Security Professional (CISSP) ISC2 or GIAC Security Leadership Certification (GLSC) or Certified Information Systems Manager (CISM).
- b. Active Secret Clearance or higher.

It is desirable that the Senior Network Engineer has the following qualifications:

- a. Bachelor's Degree within a field similar to the scope of this requirement, i.e. Computer Science, Computer Engineering, or Computer Information Systems
- b. At least five years of experience managing networks supporting DoD LMS/KMS/DLS.
- c. At least five years of experience providing network support to efforts of similar size and scope to those identified in the task order.
- d. At least five years of experience migrating and maintaining assets, similar to those in the TOR, in a cloud environment.
- e. At least five years of experience providing Information Assurance and cybersecurity for efforts of similar size and scope to those identified in the task order.

H.1.4 SENIOR TECHNICAL DIRECTOR

The contractor proposed Senior Technical Director (STD) key personnel requirements are as follows:

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- a. Bachelor's Degree within a field relevant to the scope of this requirement
- b. One or more certifications relevant to PWS
- c. Minimum of five years of technical direction and development experience of projects similar in scope and size to the PWS
- d. Experience performing DevOps automated testing.

H.1.5 QUALITY ASSURANCE/ PERFORMANCE MANAGEMENT LEAD

The contractor proposed Quality Assurance/ Performance Management Lead shall be responsible for participating in daily standup with transition manager and reports open action items and status during transition period. Developing QCP and delivers Final Baseline QCP. Developing Transition-in metrics. Establish ongoing review periods to self-monitor quality control processes. Communicates established quality metrics outlined in the QCP to staff at the project level, ensuring data is captured and reported for tracking. Identifies quality metrics to be incorporated in subcontractor SOWs.

- a. Bachelor's Degree within a field relevant to the scope of this requirement
- b. Project Management Professional (PMP) Certification
- c. Experience establishing and implementing quality standards
- d. Experience conducting quality reviews and internal audits to assess performance against quality standards similar in scope and size to the PWS
- e. Experience analyzing quality issues and implementing process improvement similar in scope and size to the PWS

H.1.6 KEY PERSONNEL SUBSTITUTION

The contractor shall not replace any personnel designated as Key Personnel without the written concurrence of the FEDSIM CO. Prior to utilizing other than personnel specified in proposals in response to a solicitation, the contractor shall notify the FEDSIM CO and the FEDSIM COR of the existing TO. This notification shall be no later than ten calendar days in advance of any proposed substitution and shall include justification (including resume(s) and labor category of proposed substitution(s)) in sufficient detail to permit evaluation of the impact on TO performance.

Substitute personnel qualifications shall be equal to, or greater than, those of the personnel substituted. If the FEDSIM CO and the FEDSIM COR determine that a proposed substitute personnel is unacceptable, or that the reduction of effort would be so substantial as to impair the successful performance of the work under the TO, the contractor may be subject to default action as prescribed by FAR 52.249-6 Termination.

H.2 GOVERNMENT-FURNISHED PROPERTY (GFP)

After award of the TO, the Government will provide access to the following property solely for the purpose of this TO:

- a. Infrastructure necessary to operate the existing Distance Learning applications
- b. Desks and laptops to support operations

H.3 GOVERNMENT-FURNISHED INFORMATION (GFI)

After award of the TO, the Government will provide access to all system documentation, manuals, and SOPs.

H.4 INFORMATION ASSURANCE

The contractor may have access to sensitive (to include privileged and confidential) data, information, and materials of the U.S. Government. These printed and electronic documents are for internal use only and remain the sole property of the U.S. Government. Some of these materials are protected by the Privacy Act of 1974 (AMENDED) and Title 38.

H.5 SECURITY REQUIREMENTS

Only U.S. citizens may perform under this TO. The contractor shall conform to the provisions of DoD 5220.22-M, National Industrial Security Program, Operating Manual and shall obtain security clearances for contractor employees requiring access to classified information and/or entry to controlled areas.

Unclassified: All contractor personnel must be eligible to perform Non-Critical Sensitive work as defined by Secretary of the Navy (SECNAV) IM-5510.30. Contractor personnel who will be working from a Government site, or have Information Technology (IT) access requirements must have a favorably adjudicated Tier-3 investigation from the Office of Personnel Management (OPM). The contractor shall submit a request for personnel security investigation to the NAVAIR Security Office. The NAVAIR Security Office shall initiate the Contractor's Electronic Questionnaire for Investigations Processing (eQIP)) and shall do a preliminary screening of the contractor's eQIP for suitability and derogatory information. The contractor employee shall provide all requested information pursuant to the Privacy Act of 1974. The NAVAIR Security Office may deny the contractor access to Government facilities and information and may prohibit the contractor from performance of sensitive duties for failure to provide requested information or when derogatory or adverse information is present on the Contractor's eQIP, in such cases, the contractor employee may not perform on the contract.

Classified: All contractor personnel shall maintain security clearance eligibility commensurate with the level of classification of the work performed as annotated in the Contract's DD-254, Contract Security Specification, in the case of this Task Order, access to cybersecurity systems and/or information requires a Secret clearance. The contractor is responsible for ensuring that all personnel receive the requisite investigation and are favorably adjudicated IAW DoD-M 5220.22, National Industrial Security Program Operating Manual. Contractor employees who fail to meet security clearance requirements may not access classified information or perform sensitive duties. In such cases, the contractor employee may not perform on the contract.

The contractor shall provide its own support facility needed to perform the work not required at the Government location, cleared at the Secret level with no level of safeguarding required. This facility shall be within 45 ground transportation miles of NAWCAD, Patuxent River, St. Inigoes, MD and shall be established no later than 180 days after TOA. The Government does not intend to assume responsibility to retain facilities or take control of the title after the contract is completed.

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The Government will make available office space for the indicated contractor on-site work requirements located at NAWCAD, Patuxent River, St. Inigoes, MD. The contractor shall provide all equipment, tooling, test equipment, and office/facility furnishings and equipment to support the PWS requirements.

If the contractor chooses to alter the work area in any manner, it shall have prior approval from a designated on-site TPOC and shall be responsible for the cost of any modifications approved.

Restricted Entry to Workplace: When Federal employees are officially excused from work due to a holiday or a special event, severe weather, a security threat, or any other Government facility related problem that prevents Federal personnel from working at the Government facility, on-site contractor personnel assigned to work at that facility performing non-mission essential work in support of such Federal employees shall follow parent company policies. While generally contractor personnel may not perform work on-site at a Government facility without supervision from Federal personnel, in very limited circumstances, work being performed by contractor personnel may be deemed mission essential and performance of such mission essential work may be authorized to continue at the Government facility despite the facility being otherwise closed for normal operations. The circumstances permitting work being performed by contractor personnel to be deemed mission essential are extremely limited and generally only apply to performance of efforts related to public health, safety, or matters related to national security. The cognizant Contracting Officer must concur with any determination that work being performed by contractor personnel is mission essential.

H.5.1 COMMON ACCESS CARD (CAC)/PUBLIC KEY INFRASTRUCTURE (PKI), SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR-N)

SAAR-N: All contractor personnel requiring access to Government Information Technology (IT) systems shall have an approved System Authorization Access Request (SAAR-N) Form OPNAV 5239/14 (Rev Sep 2011) on file, and complete required Annual Information Awareness Training. New employees must submit their SAAR forms within thirty (30) days of their first day of work. Instructions for processing the SAAR-N forms are available at: http://www.cnrc.navy.mil/publications/Forms/OPNAV_5239_14_SAAR_N.pdf. SAAR-N forms shall be submitted to the Contracting Officer's Representative (COR), Government Technical Point of Contact (TPOC), or to the assigned government Trusted Associate Sponsorship System (TASS) Trusted Associate.

CAC /Local Badges: Contractor CACs and facility specific identification badges will be issued by the Government to on-site contractor personnel and shall be visible at all times while personnel are at the Government site. The contractor shall furnish all requested information required to facilitate issuance of identification. All CACs and identification badges issued to contractor employees shall be returned to the Government Security Department at the Government site following completion of the contract, relocation or termination of an employee, or upon request from the COR, TPOC, or TASS.

Contractor-owned equipment will be permitted connection to NAVAIR/DoD networks in order to carry out the performance of this contract. Upon contract award, the contractor shall provide all Government-site employee's desk top computers to conduct daily work that meets all of the hardware, software and standard architecture set forth in the SCMS Research Development

SECTION H – SPECIAL CONTRACT REQUIREMENTS

Testing and Evaluation (RDT&E) SOP. Portables shall not be connected to the RDT&E local area network and will be standalone only. Desktop computers shall have sufficient memory, hard disk space, a network interface card, CAC Readers, and the capability of running a full range of standard software including current versions of Microsoft Windows Operating System and Microsoft Office Professional. All contractor-owned hardware or software shall meet DoD 8500.2 IA Controls. Technical support from the manufacturer of contractor-owned hardware and software must be available. All contractor-owned desktop computers provided for Government facility access will be submitted for re-imaging and validation scanning prior to allowing connection to the RDT&E (attached) local area network. Approval is required by FEDSIM COR and SCMS Network Information Site Security Officer prior to connection. All connected desktops will be subject to continuous monitoring.

DD Form 254. Overarching security requirements and contractor access to classified information shall be as specified in the Department of Defense Contract Security Classifications, DD Form 254 (**Attachment AA**). The DD Form 254 requires a Secret facility with no level of safeguarding required within 180 days after contract award. As work is performed, the contractor will require access to the following:

- a. Communications Security (COMSEC) Information
- b. Intelligence Information – Non-SCI - Secret Internet Protocol Router Network (SIPRnet) access at Government host only
- c. For Official Use Only (FOUO) Information
- d. Access to classified information only at another contractor's facility or a Government activity

Operations Security (OPSEC) Plan:

The contractor shall implement and maintain security procedures and controls to prevent unauthorized disclosure of controlled unclassified and classified information and to control distribution of controlled unclassified and classified information IAW the National Industrial Security Program Operating Manual (NISPOM) and DoDM 5200.01, Information Security Manual. The DoD Contract Security Classification Specification, DD Form 254, specified in the solicitation, defines program specific security requirements. All controlled unclassified information shall be appropriately identified and marked as FOUO IAW DoDM 5200.01, Information Security Program: Controlled Unclassified Information (CUI) Volume 4 (enclosure 3) and DoD 5400.7-R (Freedom of Information Act Regulation) (Chapter 3). All contractor facilities shall provide an appropriate means of storage for controlled unclassified and classified documents, equipment, and materials IAW OPSEC requirements.

FOUO information generated and/or provided under this contract shall be marked and safeguarded as specified in DoDM 5200.01 (DoD Information Security Program: Controlled Unclassified Information (CUI)) Vol. 4 (enclosure 3 pages 11-17) available at http://www.dtic.mil/whs/directives/corres/pdf/520001_vol4.pdf and DoD 5400.7-R, Freedom of Information Program Chapter 3 (pages 31-42) available at <http://www.dtic.mil/whs/directives/corres/pdf/540007r.pdf>.

SECTION H – SPECIAL CONTRACT REQUIREMENTS

All controlled unclassified technical information shall be appropriately identified and marked with the distribution statement identified on the source document or as directed by the FEDSIM COR.

The contractor shall develop, implement, and maintain an OPSEC program to protect controlled unclassified and classified activities, information, equipment, and material used or developed by the contractor and any subcontractor during performance of the contract. This program may include IA and Communications Security (COMSEC). The OPSEC program shall be IAW National Security Decision Directive (NSDD) 298, and at a minimum shall include:

- a. Assignment of responsibility for OPSEC direction and implementation.
- b. Issuance of procedures and planning guidance for the use of OPSEC techniques to identify vulnerabilities and apply applicable countermeasures.
- c. Establishment of OPSEC education and awareness training.
- d. Provisions for management, annual review, and evaluation of OPSEC programs.
- e. Flow down of OPSEC requirements to subcontractors when applicable.

The contractors plan to implement OPSEC program security procedures shall be documented in an OPSEC plan that outlines compliance the requirements described herein. Contractor format is required and will be due 90 calendar days after contract award.

Information Security. The contractor shall implement and maintain security procedures and controls to prevent unauthorized disclosure of classified information and CUI and to control distribution of CUI IAW DoD 5220.22-M (NISPOM), and SECNAV M-5510.36 when work is performed at the contractor's facility. The contractor shall maintain 8570 series staff training and certifications for privileged access to systems.

H.6 ORGANIZATIONAL CONFLICT OF INTEREST AND NON-DISCLOSURE REQUIREMENTS

H.6.1 ORGANIZATIONAL CONFLICT OF INTEREST (OCI)

The resultant task order can cause OCI concerns and may preclude the contractor from competing for any future requirement that incorporates, involves, or relates to work performed by the contractor under the awarded TO. Any OCI determinations for future procurements will only be made by that CO upon submission of those offers. To manage these concerns, the contractor will be responsible for delivering an OCI Mitigation Plan.

H.6.2 NON-DISCLOSURE REQUIREMENTS

If the contractor acts on behalf of, or provides advice with respect to any phase of an agency procurement, as defined in FAR 3.104-4, then the contractor shall execute and submit a Corporate Non-Disclosure Agreement (NDA) Form (FON Attachment F) and ensure that all its personnel (to include subcontractors, teaming partners, and consultants) who will be personally and substantially involved in the performance of the TO:

- a. Are listed on a signed Addendum to Corporate Non-Disclosure Agreement (NDA) Form (Attachment F) prior to the commencement of any work on the TO.

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- b. Are instructed in the FAR 3.104 requirements for disclosure, protection, and marking of contractor bid or proposal information, or source selection information.
- c. Are instructed in FAR Part 9 for third-party disclosures when acting in an advisory capacity.

All proposed replacement contractor personnel also must be listed on a signed Addendum to Corporate NDA and be instructed in the requirements of FAR 3.104. Any information provided by contractors in the performance of this TO or obtained by the Government is only to be used in the performance of the TO. The contractor shall put in place appropriate procedures for the protection of such information and shall be liable to the Government for any misuse or unauthorized disclosure of such information by its personnel, as defined above.

H.7 SECTION 508 COMPLIANCE REQUIREMENTS

Unless the Government invokes an exemption, all Electronic and Information Technology (EIT) products and services proposed shall fully comply with Section 508 of the Rehabilitation Act of 1973, per the 1998 Amendments, 29 United States Code (U.S.C.) 794d, and the Architectural and Transportation Barriers Compliance Board's Electronic and Information Technology Accessibility Standards at 36 Code of Federal Regulations (CFR) 1194. The contractor shall identify all EIT products and services provided, identify the technical standards applicable to all products and services provided, and state the degree of compliance with the applicable standards. Additionally, the contractor must clearly indicate where the information pertaining to Section 508 compliance can be found (e.g., Vendor's or other exact web page location). The contractor must ensure that the list is easily accessible by typical users beginning at time of award.

H.8 COST ACCOUNTING SYSTEM

The adequacy of the contractor's accounting system and its associated internal control system, as well as contractor compliance with the Cost Accounting Standards (CAS), affect the quality and validity of the contractor data upon which the Government must rely for its management oversight of the contractor and contract performance. The contractor's cost accounting system shall be adequate during the entire period of performance and shall permit timely development of all necessary cost data in the form required by the contract.

H.9 PURCHASING SYSTEMS

The objective of a contractor purchasing system assessment is to confirm it is a Government-approved purchasing system and evaluate the efficiency and effectiveness with which the contractor spends Government funds and complies with Government policy with subcontracting. A Government audited and approved purchasing system (e.g., approved by the Defense Contract Audit Agency (DCAA) or Defense Contract Management Agency (DCMA)) is required.

When reviews are conducted of the purchasing system during the performance of the TO, the contractor shall provide the results of the review to the FEDSIM CO within ten workdays from the date the results are known to the contractor.

When reviews are conducted of the purchasing system during the performance of the TO, the contractor shall provide the results of the review to the FEDSIM CO within ten workdays from the date the results are known to the contractor.

H.10 EARNED VALUE MANAGEMENT

The contractor shall employ EVM in the management of this TO in accordance with the American National Standards Institute (ANSI)/Electronic Industries Alliance (EIA) Standard-748-A-1998, *Earned Value Management Systems*. A copy of the standard is available at <http://global.ihs.com/>. The Government expects the contractor to employ innovation in its proposed application of EVM techniques to this TO in accordance with best industry practices. The following EVM status information shall be included in each Monthly Status Report (MSR):

- a. Planned Value (PV)
- b. Earned Value (EV)
- c. Actual Cost (AC)
- d. A cost curve graph plotting PV, EV, and AC on a monthly basis, from inception of the TO through the last report, and plotting the AC curve to the estimated cost at completion (EAC) value.
- e. An EVM variance analysis that includes the following:
 1. $\text{Cost Variance} = (\text{EV} - \text{AC})$
 2. $\text{Cost Variance \%} = (\text{CV}/\text{PV} \times 100\%)$
 3. $\text{Cost Performance Index (CPI)} = (\text{EV}/\text{AC})$
 4. $\text{Schedule Variance} = (\text{EV} \text{ minus } \text{PV})$
 5. $\text{Schedule Variance \%} = (\text{SV}/\text{PV} \times 100\%)$
 6. $\text{Schedule Performance Index (SPI)} = (\text{EV}/\text{PV})$
 7. Estimate at Completion (EAC)
 8. $\text{AC cum} + 1/\text{CPI} \times (\text{BAC} \text{ minus } \text{EV cum})$
 9. $\text{AC cum} + 1/\text{CPI} \times \text{SPI} \times (\text{BAC} \text{ minus } \text{EV cum})$
 10. $\text{Variance at Completion (VAC)} = (\text{BAC} \text{ minus } \text{EAC}) \text{ for EAC}$
 11. $\text{Variance at Completion \%} = (\text{VAC}/\text{BAC} \times 100\%) \text{ for EAC}$
 12. Estimate to Completion (ETC)
 13. Expected Completion Date

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- f. Explain all variances greater than 10%.
- g. Explain, based on work accomplished as of the date of the report, whether the performance goals will be achieved.
- h. Discuss the corrective actions that will be taken to correct the variances, the risk associated with the actions.

The Government will conduct an Integrated Baseline Review within 60 calendar days after TOA, or exercise of significant TO options, or incorporation of major TO modifications. The objective of the Integrated Baseline Review is for the Government and the contractor to jointly assess areas, such as the contractor's planning, to ensure complete coverage of the PWS, logical scheduling of the work activities, adequate resources, and identification of inherent risks

H.11 TRAVEL

H.11.1 TRAVEL REGULATIONS

Contractor costs for travel will be reimbursed at the limits set in the following regulations (see FAR 31.205-46):

- a. Federal Travel Regulations (FTR) - prescribed by the GSA, for travel in the contiguous U.S.
- b. Joint Travel Regulations (JTR), Volume 2, Department of Defense (DoD) Civilian Personnel, Appendix A - prescribed by the DoD, for travel in Alaska, Hawaii, and outlying areas of the U.S.
- c. Department of State Standardized Regulations (DSSR) (Government Civilians, Foreign Areas), Section 925, "Maximum Travel Per Diem Allowances for Foreign Areas" - prescribed by the Department of State, for travel in areas not covered in the FTR or JTR.

H.11.2 TRAVEL AUTHORIZATION REQUESTS

Before undertaking travel to any Government site or any other site in performance of this TO, the contractor shall have this travel approved by, and coordinated with, the FEDSIM COR. Notification shall include, at a minimum, the number of persons in the party, traveler name, destination, duration of stay, purpose, and estimated cost. Prior to any long-distance travel, the contractor shall prepare a Travel Authorization Request (TAR) (Attachment C) for Government review and approval. Long-distance travel will be reimbursed for cost of travel comparable with the FTR, JTR, and DSSR depending on the particular type of travel.

Requests for travel approval shall:

- a. Be prepared in a legible manner.
- b. Include a description of the travel proposed including a statement as to purpose.
- c. Be summarized by traveler.
- d. Identify the TO number.
- e. Identify the CLIN associated with the travel.
- f. Be submitted in advance of the travel with sufficient time to permit review and approval.

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The contractor shall use only the minimum number of travelers and rental cars needed to accomplish the task(s). Travel shall be scheduled during normal duty hours whenever possible.

For travel requirements/restrictions to any other foreign country, see the Foreign Clearance Guide (FCG) at the following website for applicable information: <https://www.fcg.pentagon.mil/fcg.cfm> or <http://www.fcg.pentagon.smil.mil>

Contractor personnel traveling under DoD sponsorship in support of a DoD TO are considered DoD-sponsored personnel for DoD FCG purposes. Contractor and Sponsoring Agency will ensure all pre-travel requirements are met and annotated IAW FCG. Aircraft and Personnel Automated Clearance System (APACS) will be submitted NLT 30 days prior to departure date. FCG directs the use of the APACS as the web-based tool to create, submit, coordinate, and approve personnel travel clearances (Special Area, Theater and Country) for DoD-sponsored official travel. Upon submittal of APACS, the system will provide the user with a tracking number this will be forwarded to the applicable Technical Lead. The DoD Component(s) sponsoring the DoD Contractor travel, shall ensure that all necessary clearances (country, theater, and special area clearances, as required) are received before commencing travel. DoD-sponsored contractors shall obtain the proper identification credentials (e.g., passport and visa) to enter and exit each country

The contractor shall stay abreast on all overseas security requirement changes and implement these changes as they occur

H.11.3 DEFENSE BASE ACT (DBA) INSURANCE

The contractor shall ensure that health and life insurance benefits provided to its deploying personnel are in effect in the theater of operations and allow traveling in military vehicles. Insurance is available under the DBA administered by the Department of Labor (DoL).

- a. Pursuant to FAR 28.305, DBA insurance coverage provides workers' compensation benefits (i.e., medical, disability, and death) in the event of a work-related injury or illness OCONUS.
- b. The Government requires that all contractor personnel who work internationally be protected by the DBA coverage, regardless of their assignment and/or location unless a waiver has been obtained by the DoL.
- c. DBA insurance may be charged as a directcost, consistent with the contractor's CAS Disclosure Statement (D/S) and DCAA-approved accounting system, and shall be furnished to the FEDSIM CO within 30 days of TOA. If required and approved by the FEDSIM CO, additional DBA riders may be charged to the Government.

H.11.4 PASSPORTS, VISAS, AND CUSTOMS

The contractor shall be responsible for obtaining all passports, visas, or other documents necessary to enter and/or exit any area(s) identified by the FEDSIM COR for contractor personnel.

All contractor personnel shall be subject to the customs processing procedures, laws, agreements, and duties of the country to which they are deploying and the procedures, laws, and duties of the U.S. upon re-entry.

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The contractor shall register all personnel with the appropriate U.S. Embassy or Consulate where possible.

Entry and exit requirements, with the exception of passports, shall be an allowable direct cost.

H.11.5 SYNCHRONIZED PRE-DEPLOYMENT AND OPERATIONAL TRACKER (SPOT)

The SPOT system is used to generate LOAs which define specific Government services and support all contractor personnel are authorized to receive in a deployment area. The contractor shall process LOAs in SPOT for all contractor personnel deploying under the TO and the additional documentation required with each LOA. The contractor shall fully execute all SPOT requirements.

H.11.6 STATUS OF FORCES AGREEMENTS (SOFA)

In consultation with the servicing legal advisor, the DLS TPOC will inform the contractor of the existence of all relevant SOFAs and other similar documents, and provide copies upon request. The contractor shall be responsible for obtaining all necessary legal advice concerning the content, meaning, application, etc. of any applicable SOFAs, and similar agreements. The contractor shall adhere to all relevant provisions of the applicable SOFAs and other similar related agreements.

Invited Contractor and Technical Representative (TR) status shall be governed by the various SOFA implemented by U.S. Forces in a variety of theaters (e.g., South Korea, Italy, and Germany). The contractor shall coordinate with the Government to satisfy all requirements by the governing regulations for the specified theater. The contractor shall do the initial research into the requirements and inform the Government as to what the requirements are to travel into theater. It is agreed that the withdrawal of Invited Contractor or TR status, or the withdrawal of, or failure to provide any of the privileges associated therewith by the U.S. shall not constitute grounds for excusable delay by the contractor in the performance of the TO and will not justify or excuse the contractor defaulting in the performance of this TO. Furthermore, withdrawal of SOFA status for any reason shall not serve as a basis for the contractor filing any claims against the U.S.

H.11.7 REPUBLIC OF KOREA SOFA STATUS PROVISION

Invited Contractor and TR status shall be governed by the U.S. - Republic of (South) Korea (ROK) SOFA as implemented by United States Forces Korea (USFK) Regulation 700-19, which can be found under the “publications” tab on the USFK homepage: <http://www.usfk.mil>. Contract personnel may be classified as members of the “civilian component” under Article I-(b) of the SOFA between Korea and the U.S. This classification may be available, upon application, to all of the contractor personnel who are U.S. citizens, who do not ordinarily reside in Korea, and whose presence in Korea is necessary for the execution of this TO. This classification may entitle the employee to enter Korea, pursuant to invitational orders, under Article IX of the SOFA. Contractor personnel classified as members of the “civilian component” under this Section shall be subject to all U.S. Forces regulations and directives, which pertain to the “civilian component” in Korea. See **Section J.1, Attachment J**.

H.11.8 GERMANY SOFA STATUS PROVISION

The contractor shall comply with Army in Europe Regulation 715-9 “Contractor Personnel in Germany – Technical Expert, Troop Care, and Analytical Support Personnel,” USAR Regulation 600-700, “Identification Cards and Individual Logistics Support,” and guidance provided on the DoD Contractor Personnel Office (DOCPER) and United States European Command (USEUCOM) Civilian Personnel Directorate websites for SOFA and Technical Expert Status Accreditation (TESA).

The DOCPER implements the Agreements of March 27, 1998, and the Agreements of June 29, 2001, signed by the U.S. Embassy and German Foreign Ministry, establishing bilateral implementation of Articles 72 and 73 of the Supplementary Agreement (SA) to the NATO SOFA. These two Articles govern the use in Germany of DoD contractor personnel as Technical Experts. Contracts that propose to employ Technical Expert personnel in Germany and the applications of individuals seeking Technical Expert status under those contracts, are submitted through DOCPER. The DOCPER website: <https://wr.acpol.army.mil/dcops-user/> provides guidance for DoD contractors for SOFA and TESA status.

H.11.9 ITALY SOFA STATUS PROVISION

The contractor is responsible for preparing the paperwork as required by the Italian and U.S. Governments for TDY personnel and those personnel awaiting TR approval. The governing authority is the "Tri-Component Directive for Italy on Personal Property, Rationed Goods, Motor Vehicles and Drivers' Licenses, Civilian Component and Technical Representative Status," issued on February 20, 2004. As for the TESA process in Germany, the TR documentation for each contractor employee to be stationed in Italy must be approved prior to completion of the TO transition period and each contractor employee in Italy must have approved TR status before beginning employment on this TO in Italy.

Full details on all requirements and processes for gaining required documentation needed for contract operations in Italy, and information on the DOCPER Contractor Online Processing System (DCOPS), the use of which is required, may be accessed through the following website: http://www.eur.army.mil/g1/content/CPD/docper/docper_italyOps.html.

The U.S. Sending State Office (USSSO) for Italy is the DoD diplomatic-legal office responsible for supervising the administration of the NATO SOFA in Italy. USSSO is also the diplomatic representative for all foreign criminal jurisdiction issues involving DoD personnel; the NATO SOFA, and Foreign Claims Act claims arising out of DoD activities in Italy; the legal advisor to the Office of Defense Cooperation; the legal representative in Italy for USUECOM; the litigation liaison to the U.S. Department of Justice (DoJ) for all Italian civil and labor litigation involving DoD activities; and, the staff civil law advisor to the Ambassador and the diplomatic mission. Contractor personnel performing in Italy shall comply with all applicable NATO SOFA requirements and provisions. USSSO URL: <http://italy.usembassy.gov/ussso.html>.

H.11.10 JAPAN SOFA STATUS PROVISION

The Status of Forces Agreement between the United States and Japan (SOFA) governs the rights and obligations of the United States armed forces in Japan. Unless a Contractor is

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present in Japan solely to perform under a Contract with the United States for the sole benefit of the United States armed forces in Japan and is accorded privileges under SOFA Article XIV, it and its employees shall be subject to all the laws and regulations of Japan. Certain Contractor employees and their dependents not accorded privileges under SOFA Article XIV may be accorded privileges under SOFA Article I(b). Dependents of Contractors or of Contractor employees who receive SOFA Article XIV status do not receive SOFA status under SOFA Article XIV or SOFA Article I(b) based on their status as dependents. The Contractor shall comply with the instruction of the Contracting Officer concerning the entry of its employees, equipment, and supplies into Japan, and shall comply with all applicable Japanese laws and regulations as well United States Forces Japan (USFJ) and USFJ component policies and regulations during the performance of this Contract.

SOFA ARTICLE XIV STATUS

Contractors may apply for Article XIV status under the United States – Japan Status of Forces Agreement (SOFA). Contracts shall be prepared based on the assumption that SOFA Article XIV status will be granted by Government in consultation with the Government of Japan. If the Government determines that Contractor does not qualify for SOFA Article XIV status or that SOFA Article XIV status is otherwise inappropriate, an equitable adjustment shall be made to the cost/price and other appropriate terms of the Contract. Persons, including corporations organized under the laws of the United States, and their employees who are ordinarily resident in the United States and whose presence in Japan is solely for the purpose of executing Contracts with the United States for the benefit of the United States armed forces may acquire privileged status under SOFA Article XIV. Such Contractors and Contractor employees are eligible for agency privileges and benefits under the SOFA but otherwise remain subject to the laws and regulations of Japan. Neither SOFA Article XIV nor SOFA Article I(b) status and privileges extend to dependents of SOFA Article XIV Contractors or Contractor employees.

(b) Procedures.

- (1) Formal application for SOFA Article XIV status shall be made to HQ USFJ only after the Contract has been awarded and the Contractor's place of operation in Japan has been determined.
- (2) A Contractor seeking SOFA Article XIV status for itself and its employees shall submit the following to the Contracting Officer as part of its Contract:
 - (i) Proof that the Contractor is a person ordinarily resident in the United States or a corporation organized under the laws of the United States and that its presence in Japan is solely for the purpose of executing Contracts with the United States for the benefit of the United States armed forces; and
 - (ii) Proof that the Contractor's employees are persons ordinarily resident in the United States and that their presence in Japan is solely for the purpose of

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performing work under Contracts with the United States for the benefit of the United States armed forces.

(3) The Contracting Officer shall make the initial determination whether the Contractor qualifies for SOFA Article XIV status. Upon a determination of qualification, the Contracting Officer shall forward a request for designation through component channels to Commander, United States Forces, Japan, ATTN: USFJ/J5, Unit 5068, APO AP 96328. The request shall include the items requested in subparagraph (b)(2), a full explanation of the necessity of using a United States Contractor, and relevant documentation. See USFJ Instruction 64-102 for further details.

(4) HQ USFJ shall make the final determination on the Contractor's SOFA Article XIV status upon consultation with the Government of Japan.

(5) Upon receipt of HQ USFJ approval, the Contracting Officer shall issue Letters of Identification indicating SOFA Article XIV status has been granted to the Contractor and Contractor employees.

(6) Once a Contractor has been designated under SOFA Article XIV, it is not necessary that it be re-designated if a follow-on Contract is awarded to that Contractor; provided the new Contract does not involve a material change from the work under which the SOFA Article XIV designation was originally granted and there is no significant delay between completion of the existing Contract and initiation of performance under the follow-on Contract.

(c) SOFA Article XIV privileges and benefits. In accordance with SOFA Article XIV, paragraphs 3 through 8, upon certification by appropriate United States authorities as to their identity, such persons and their employees shall be accorded the following benefits of the SOFA. Note: Privileges and benefits afforded under SOFA Article XIV do not extend to dependents/family members.

(1) Access to and movement between facilities and areas in use by the United States armed forces and between such facilities and areas and the ports or airports of Japan as provided for in SOFA Article V, paragraph 2;

(2) Entry into Japan and exemption from Japanese laws and regulations on the registration and control of aliens as provided for in SOFA Article IX;

(3) Exemption from customs duties and other such charges on furniture and household goods for private use imported by person when they first arrive to work in Japan, vehicles and parts imported for private use, and reasonable quantities of clothing and household goods for everyday private use which are mailed into Japan through United States military post offices as provided for in SOFA Article XI, paragraph 3;

(4) If authorized by the installation commander or designee, the right to use Navy exchanges, post exchanges, base exchanges, commissaries, messes, social clubs, theaters, newspapers and other non-appropriated fund organizations regulated by United States military authorities as provided for in SOFA Article XV;

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- (5) The transmission into or outside of Japan of United States dollar or dollar instruments realized as a result of Contract performance as provided for in SOFA Article XIX, paragraph 2;
- (7) The use of postal facilities as provided for in SOFA Article XXI; Exemption from the laws and regulations of Japan with respect to terms and conditions of employment except that such exemption shall not apply to the employment of local nationals in Japan;
- (8) Exemption from taxes and similar charges of Japan on depreciable assets except houses, held, used, or transferred for the execution of Contracts referenced in subparagraph (a);
- (9) Exemption from taxation in Japan on the holding, use transfer by death, or transfer to person or agencies entitled to tax exemption under the SOFA, of movable property, tangible or intangible, the presence of which in Japan is due solely to the temporary presence of these persons in Japan, provided such exemption shall not apply to property held for the purpose of investment or the conduct of other business in Japan or to any intangible property registered in Japan. No exemption from taxes payable for the use of roads by private vehicles is provided under SOFA Article XIV;
- (10) Exemption from income or corporation taxes of the Government of Japan or any other taxing agency in Japan on any income derived under a Contract made in the United States with the Government of the United States in connection with the construction, maintenance or operation of any of the facilities or area covered by the SOFA. The provisions of this paragraph do not exempt such persons from payment of income or corporation taxes on income derived from Japanese sources;
- (11) Japan authorities have the right to exercise jurisdiction over SOFA personnel in relation to offenses committed in Japan and punishable by the law of Japan. In those cases in which the Japanese authorities have the primary right to exercise jurisdiction but decide not to do so, the United States shall have the right to exercise such jurisdiction as is conferred on it by the law of the United States.

SOFA ARTICLE I(B) STATUS

Individuals including, but not limited to, technical advisors, consultants, entertainers serving under Contracts with the United States for the provision of services in support of U.S. armed forces in Japan, and whose presence is required in Japan to provide such services, may acquire SOFA status in Japan as part of the civilian component under Article I(b) of the SOFA. SOFA Article I(b) does not create a lawful status in Japan for any entity other than individuals (e.g., the company employing the individual). To qualify for SOFA status under SOFA Article I(b), such individuals must be:

- (1) United States nationals, (2) not ordinarily resident in Japan, present in Japan at the invitation of, and solely for the purpose of executing Contracts with, the United States for the benefit of the United States armed forces, and (4) not Contractors or employees of a Contractor whose presence in Japan is solely for the purpose of personnel must obtain a Letter

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of Identification from Contracting Officer to authorize entry into Japan under SOFA Article I(b) and to identify which Article I(b) privileges and benefits will be executing Contracts within the definition of SOFA Article XIV.

(b) SOFA Article I(b) procedures. Contractor provided to each employee/dependent. Contractor shall, in writing, identify all Contractor personnel and accompanying dependents eligible for SOFA Article I(b) status to the Contracting Officer.

(c) SOFA Article 1(b) privileges and benefits. Persons granted authority to enter Japan under SOFA Article I(b) and their dependents (defined as spouse, children under 21, and, if dependent for over half their support upon an individual having SOFA Article I(b) status, parents and children over 21) shall be accorded the following benefits of the SOFA. These privileges are personal to the employee/dependent and do not inure to the employer.

- (1) Access to and movement between facilities and areas in use by the United States armed forces and between such facilities and areas and the ports or airports of Japan as provided for in SOFA Article V, paragraph 2;
- (2) Entry into Japan and exemption from Japanese laws and regulations on the registration and control of aliens as provided for in SOFA Article IX;
- (3) Acceptance as valid by Japan, without a driving test or fee, a U.S. Forces, Japan Operator's Permit for Civilian Vehicle as provided for in SOFA Article X. Issuance of such permit shall be subject to applicable military regulation;
- (4) Exemption from customs duties and other such charges on materials, supplies, and equipment which are to be incorporated into articles or facilities used by the United States armed forces furniture, household goods for private use imported by person when they first arrive to work in Japan, vehicles and parts imported for private use, and reasonable quantities of clothing and household goods for everyday private use which are mailed into Japan through United States military post offices as provided for in SOFA Article XI, paragraphs 2 and 3;
- (5) Exemption from the laws and regulations of Japan with respect to terms and conditions of employment as provided for in SOFA Article XII, paragraph 7, except that such exemption shall not apply to the employment of local nationals in Japan;
- (6) Exemption from Japanese taxes to the Government of Japan or to any other taxing agency in Japan on income received as a result of their service with the United States armed forces as provided for in SOFA Article XIII. The provisions of Article XIII do not exempt such persons from payment of Japanese taxes on income derived from Japanese sources;
- (7) If authorized by the installation commander or designee, the right to use Navy exchanges, post exchanges, base exchanges, commissaries, messes, social clubs, theaters, newspapers and other non-appropriated fund organizations

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regulated by United States military authorities as provided for in SOFA Article XV;

(8) The transmission into or outside of Japan of United States dollar or dollar instruments realized as a result of Contract performance as provided for in SOFA Article XIX, paragraph 2;

(9) The use of postal facilities as provided for in SOFA Article XXI;

(10) Exemption from taxation in Japan on the holding, use transfer by death, or transfer to person or agencies entitled to tax exemption under the SOFA, of movable property, tangible or intangible, the presence of which in Japan is due solely to the temporary presence of these persons in Japan, provided such exemption shall not apply to property held for the purpose of investment or the conduct of other business in Japan or to any intangible property registered in Japan.

(11) Japan authorities have the right to exercise jurisdiction over SOFA personnel in relation to offenses committed in Japan and punishable by the law of Japan. In those cases in which the Japanese authorities have the primary right to exercise jurisdiction but decide not to do so, the United States shall have the right to exercise such jurisdiction as is conferred on it by the law of the United States.

H.12 ANCILLARY TOOLS (HARDWARE/SOFTWARE) AND/OR ODCs

The Government may require the contractor to purchase hardware, software, and related supplies critical and related to the services being acquired under the TO. Such requirements will be identified during the course of a TO by the Government or the contractor. If the contractor initiates a purchase within the scope of this TO and the prime contractor has an approved purchasing system, the contractor shall submit to the FEDSIM COR a Request to Initiate Purchase (RIP) (Attachment E). The RIP and CTP shall include the purpose, specific items, estimated cost, cost comparison, and rationale. The contractor shall not make any purchases without an approved RIP from the FEDSIM COR or an approved CTP from the FEDSIM CO and without complying with the requirements of FON Section 7.12.2.

H.13 COMMERCIAL SUPPLIER AGREEMENTS

H.13.1 The Government understands that commercial software tools that may be purchased in furtherance of this TO as described in the PWS and as contemplated in the Tools and ODC CLINs in Cost/Price Work (FON Attachment D) (included with final TOR) may be subject to commercial agreements which may take a variety of forms, including without limitation licensing agreements, terms of service, maintenance agreements, and the like, whether existing in hard copy or in an electronic or online format such as “clickwrap” or “browsewrap” (collectively, “Software Agreements”). For purposes of this TO, the Software Supplier Agreements are “collateral agreements” within the meaning of the FAR clause at 52.227-14(c)(2).

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H.13.2 Unless otherwise agreed by the Parties in a specific purchase order, the end user license agreement, terms of service, or comparable end user authorization will allow the licensed software and services to be used as described in its documentation. The contractor shall provide all applicable Supplier Agreements to the FEDSIM CO prior to purchase and shall cooperate with the Government in negotiating suitable terms to comply with this Section which shall be “other rights and limitations” pursuant to FAR clause 252.227.7014 Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation.

Without limiting the generality of the foregoing, a compliant Supplier Agreement shall permit all of the following:

(a) subject to purchase of applicable licenses, access and use by contractors acting on behalf of the Ordering Entity solely for Ordering Entity business purposes during the term of the applicable Supplier Agreement;

(b) in the event of a cybersecurity incident or breach reported by the Ordering Entity or Contractor, access and use by employees of other Federal, state, and local law enforcement agencies acting on behalf of Ordering Entity solely for Ordering Entity business purposes in responding to the cybersecurity incident or breach;

(c) to the extent applicable to the licensed software, transfer to a different data center and/or a successor contractor’s cloud in each case solely for Ordering Entity business purposes and in accordance with all other license terms and;

(d) development of intellectual property works using Supplier’s licensed application program interfaces (APIs) in accordance with applicable license terms is permissible for the Ordering Entity or a contractor (i) acting on its behalf using government funds solely for Ordering Entity business purposes.

H.14 INTELLECTUAL PROPERTY RIGHTS

The existence of any patent, patent application or other intellectual property right that encumbers any deliverable must be disclosed in writing on the cover letter that accompanies the delivery. If no such disclosures are provided, the data rights provisions in DFARS 252.227-7013 apply.

H.15 AWARD FEE

See the Award Fee Determination Plan in Section J, Attachment H

SECTION I – CONTRACT CLAUSES

I. CLAUSES INCORPORATED BY REFERENCE

I.1 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This TO incorporates one or more clauses by reference with the same force and effect as if they were given in full text. Upon request, the CO will make their full text available. Also, the full text of a provision may be accessed electronically at the FAR website:

<http://www.acquisition.gov/far/>

FAR	TITLE	DATE
52.204-9	Personal Identity Verification of Contractor Personnel	(Jan 2011)
52.204-13	System for Award Management Maintenance	(Jul 2013)
52.204-25	Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment	(Aug 2019)
52.209-6	Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment	(Oct 2015)
52.209-9	Updates of Publicly Available Information Regarding Responsibility Matters	(Jul 2013)
52.204-14	Service Contract Reporting Requirements	(Jan 2014)
52.215-10	Price Reduction for Defective Certified Cost or Pricing Data	(Aug 2011)
52.215-11	Price Reduction for Defective Certified Cost or Pricing Data—Modifications	(Aug 2011)
52.215-12	Subcontractor Certified Cost or Pricing Data	(Oct 2010)
52.215-16	Facilities Capital Cost of Money	(Jun 2003)
52.215-23	Limitations on Pass-Through Charges	(Oct 2009)
52.217-5	Evaluation of Options	(Jul 1990)
52.223-15	Energy Efficiency in Energy-Consuming Products	(Dec 2007)
52.223-16	Acquisition of EPEAT®-Registered Personal Computer Products	(Oct 2015)
52.224-3	Privacy Training	(Jan 2017)
52.227-15	Representation of Limited Rights in Data and Restricted Computer Software – General	(Dec 2007)
52.228-3	Workers Compensation Insurance (Defense Base Act)	(Jul 2014)
52.232-18	Availability of Funds	(Apr 1984)
52.232-20	Limitation of Cost	(Apr 1984)
52.232-22	Limitation of Funds	(Apr 1984)
52.232-33	Payment By Electronic Funds Transfer – System for Award Management	(Jul 2013)
52.239-1	Privacy or Security Safeguards	(Aug 1996)
52.242-1	Notice of Intent to Disallow Costs	(Apr 1984)
52.243-2	Changes – Cost Reimbursement (Alternate II)	(Apr 1984)
52.246-5	Inspection of Services- Cost Reimbursement	(Apr 1984)
52.249-6	Termination (Cost-Reimbursement)	(May 2004)

SECTION I – CONTRACT CLAUSES

52.249-14	Excusable Delays	(Apr 1984)
52.251-1	Government Supply Sources	(Aug 2012)
52.253-1	Computer Generated Forms	(Jan 1991)

I.1.1 CLAUSES INCORPORATED BY FULL TEXT

FAR 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed six months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days of the end of the period of performance.

(End of clause)

FAR 52.217-9: OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 10 days provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years and six months.

I.2 DEFENSE FEDERAL ACQUISITION REGULATION SUPPLEMENTS (DFARS) CLAUSES INCORPORATED BY REFERENCE

The full text of a provision may be accessed electronically at Defense Procurement and Acquisition Policy website:

www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html/

DFARS	TITLE	DATE
52.237-9001	Enterprise-wide Contractor Manpower Reporting Application (eCMRA) Reporting	(Jan 2015)
252.203-7000	Requirements Relating to Compensation of Former DoD Officials	(Sep 2011)
252.203-7005	Representation Relating to Compensation of Former DoD Officials	(Nov 2011)
252.204-7004	Alternate A, System for Award Management	(Feb 2014)

SECTION I – CONTRACT CLAUSES

DFARS	TITLE	DATE
252.204-7012	Safeguarding Unclassified Controlled Technical Information	(Oct 2016)
252.204-9505	System Authorization Access Request NAVY (SAAR-N) Requirements for Information Technology (IT)	(Sep 2012)
252.211-7003	Item Unique Identification and Valuation	(Dec 2013)
252.225-7043	Antiterrorism/Force Protection for Defense Contractors Outside the United States	(Mar 2006)
252.225-7048	Export-Controlled Items	(Jun 2013)
252.227-7013	Rights in Technical Data - Noncommercial Items	(Feb 2014)
252.227-7014	Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation	(Feb 2014)
252.227-7015	Technical Data-Commercial Items	(Feb 2014)
252.227-7016	Rights in Bid or Proposal Information	(Jan 2011)
252.227-7019	Validation of Asserted Restrictions - Computer Software	(Sep 2011)
252.227-7028	Technical Data or Computer Software Previously Delivered to the Government	(Jun 1995)
252.229-7014	Taxes – Foreign Contracts in Afghanistan	(Dec 2015)
252.229-7015	Taxes—Foreign Contracts in Afghanistan (North Atlantic Treaty Organization Status of Forces Agreement)	(Dec 2015)
252.232-7007	Limitation of Government’s Obligation	(Apr 2014)
252.239-7010	Cloud Computing Services	(Aug 2015)
252.242-7006	Accounting System Administration	(Feb 2012)
252.251-7000	Ordering from Government Supply Sources	(Aug 2012)

I.3 GENERAL SERVICES ADMINISTRATION ACQUISITION MANUAL (GSAM), CLAUSES INCORPORATED BY REFERENCE

The full text of a provision may be accessed electronically at the GSAM website:

<https://www.acquisition.gov/gsam/gsam.html/>

Clause No	Clause Title	Date
552.204-9	Personal Identity Verification Requirements	(Oct 2012)
552.232.25	Prompt Payment	(Nov 2009)
552.232-39	FAR Deviation	(July 2015)
552.232-78	FAR Deviation	(Jun 2000)
552.236-75	Use of Premises	(Apr 1984)

SECTION J – LIST OF ATTACHMENTS

The following attachments are attached, either in full text or electronically at the end of the TOR.

J.1 LIST OF ATTACHMENTS

Attachment	Title
A	COR Appointment Letter
B	Government Provided Performance Metrics
C	Travel Authorization Request (TAR) Template
D	Reserved
E	Request to Initiate Purchase (RIP) Template
F	Corporate Non-Disclosure Agreement
G	Monthly Status Report
H	Award Fee Determination Plan
I	Problem Notification Report
J	Deliverable Acceptance-Rejection Report
K	Reserved
L	Reserved
M	Reserved
N	Reserved
O	Reserved
P	Reserved
Q	Financial Progress Reports Instructions

SECTION J – LIST OF ATTACHMENTS

R	Financial Progress Reports Electronic Transfer
S	Financial Progress Reports Format
T	Reserved
U	Reserved
V	Reserved
W	Incremental Funding Chart (PS22)
X	Reserved
Y	Reserved
Z	Hardware/Software List
AA	Final Executed DD 254
BB	Reserved
CC	Reserved
DD	Reserved
EE	OCI Statement
FF	TAR/ODC Template
GG	NDAA Section 889 Self Certification

SECTION J – LIST OF ATTACHMENTS

Attachment A COR Appointment Letter



COR Appointment
Letter - Annemarie Ma

SECTION J – LIST OF ATTACHMENTS

Attachment B Government Provided Metrics



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18_Attachment B_G

SECTION J – LIST OF ATTACHMENTS

Attachment C Travel Authorization Request Template



Attachment C_TAR_
MOD 01.xlsx

SECTION J – LIST OF ATTACHMENTS

Attachment E Request to Initiate Purchase



Attachment E_RIP
MOD 01.xlsx

SECTION J – LIST OF ATTACHMENTS

Attachment F Corporate Non-Disclosure Agreement



Attachment
F_Corporate Non-Disc

SECTION J – LIST OF ATTACHMENTS

Attachment G Monthly Status Report



Attachment
G_Monthly Status Re|

SECTION J – LIST OF ATTACHMENTS

Attachment H Award Fee Determination Plan



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tachment H_AFDP_1

SECTION J – LIST OF ATTACHMENTS

Attachment I Problem Notification Report



Attachment
I_Problem Notification

SECTION J – LIST OF ATTACHMENTS

Attachment J Deliverable Acceptance-Rejection Report



Attachment
J_Deliverable Acc-Re;

SECTION J – LIST OF ATTACHMENTS

Attachment Q Financial Progress Reports Instructions



Attachment
Q_Financial Prog Rep

SECTION J – LIST OF ATTACHMENTS

Attachment R Financial Progress Report Electronic Transfer



Attachment
R_Financial Progress f

SECTION J – LIST OF ATTACHMENTS

Attachment S Financial Progress Reports Format



Attachment
S_Financial Prog Rep

SECTION J – LIST OF ATTACHMENTS

Attachment W
Incremental Funding Chart



GSQ0017AJ0003
PS22 Attachment W I

SECTION J – LIST OF ATTACHMENTS

Attachment Z Hardware/Software List



Attachment
Z_Hardware_Softwar

SECTION J – LIST OF ATTACHMENTS

Attachment AA
DD254



BOOZ ALLEN
GSQ0017AJ003 DD25

SECTION J – LIST OF ATTACHMENTS

Attachment EE
OCI Statement



Attachment EE_ OCI
Statement.docx

SECTION J – LIST OF ATTACHMENTS

Attachment FF TAR/ODC Template



GSQ0017AJ0003_Attachment FF_TAR Temp

SECTION J – LIST OF ATTACHMENTS

Attachment GG NDAA Section 889 Self Certification



Section
889_52.204-24-Repr

SECTION J – LIST OF ATTACHMENTS

Attachment HH
Uncompesated Overtime



GSQ0017AJ0003_PS
22_Attachment HH_L

